



# APPLICATION FOR GRADUATION

## Congratulations!

**Application and Timeline:** Graduation is NOT automatic. To be considered for graduation, you must file this "Application For Graduation" and supply completed "Degree Audit Form." Applications should be submitted during the first two weeks of your final semester. Early application is encouraged to allow time for a complete record check prior to the student's enrolling for the last semester. All students must be registered for the semester prior to graduation.

<b>Expected Graduation Semester</b>	<b>Deadline to Apply for Graduation</b>
<b>End of Fall Semester</b>	December 1st
<b>End of Spring Semester</b>	April 1st

### A: Personal Information

Student's Name: \_\_\_\_\_ SSN /VIU ID#: \_\_\_\_\_  
 (Last) (First)

Mailing Address: \_\_\_\_\_  
 (Street)

\_\_\_\_\_ (City/Province) (State/Country) (Zip/Postal Code)

Tel: \_\_\_\_\_ FAX:: \_\_\_\_\_ E-mail: \_\_\_\_\_

### B: Graduation Information

**Degree Sought:**  Certificate  Diploma  Bachelors  Masters

**Program ( Major (area of concentration):** \_\_\_\_\_

Anticipated **Graduation Date:**(mm/dd/yy) \_\_\_\_\_, I would like to **attend the Commencement** ceremony:  YES  NO

**Pick up:**  I will pick up my diploma. (Available approximately 3 weeks after graduation)  
 Please allow \_\_\_\_\_ to pick up my diploma  
 Full name of the proxy  
 Please mail my diploma to the above postal address (mailing will be 4-6 weeks after the graduation)

Are you currently enrolled, or planning to enroll at another institution after you graduate?  YES  NO

If so, please provide when: \_\_\_\_\_ and where: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### C: Name Printed on Diploma

Please print your name as you wish it to appear on your diploma. Include all spaces, periods, accent marks, hyphens, etc. Your diploma name must be derived from your legal name (ex: (Alexandra Z. Donato = Alexandra Zarouhi Donato or A. Zarouhi Donato). You must provide legal documentation for requests that differ from your name on record at VIU.

Name Printed on Diploma (Please Print): \_\_\_\_\_

**Fee:** The fee for graduation is \$100 for both undergraduate and graduate students, and \$50 for diploma students. The fee is NON-refundable.

**Minimum GPA:** Graduates must have a minimum 3.0 cumulative GPA. Undergraduates and diploma students must have a minimum 2.0 cumulative GPA.

**Records:** Records are sealed at graduation. **No changes may be made to the academic record (transcript) after degree has been awarded.** Names of candidates for graduation/graduates will appear in the Commencement Program/diploma as they appear on students' academic record (transcript). *All obligations whether academic or financial must be cleared before your records will be released.*

**Cancellation of Degree Application:** Students who cancel their application or are cancelled by the Office of the Registrar, must reapply for graduation in order to be considered for a subsequent semester.