

# COMPLETION VERIFICATION FORM

Please ensure that all grades and transfer credit have been entered into your academic record prior to submitting this form.

- The purpose of the Completion Verification Form is to notify Enrolment Services that you have completed your remaining graduation requirements.
- Degrees completed in December will be issued in February, completed in April will be issued in June, completed in September will be issued in October. For all other requests, please allow 4-6 weeks for delivery.
- Diplomas will not be released if the student has a balance owing on his/her account.
- **The Personal Information Protection Act requires all requests for diplomas to be signed by the student.** For this reason, telephone, e-mail requests and third party requests cannot be accommodated.

Please complete the following information: (\*Required)

\*Full Legal Name: \_\_\_\_\_

\*Name that will appear (if different than full legal name): \_\_\_\_\_

\*ID number: \_\_\_\_\_ \*Division (circle one): Undergraduate    Seminary    School of Graduate Studies

Last semester completed: \_\_\_\_\_

\*Address:

Street: \_\_\_\_\_

City and Prov/State: \_\_\_\_\_

Postal Code/Zip: \_\_\_\_\_

\*Phone: \_\_\_\_\_

Pick up Degree

OR

Mail to: \_\_\_\_\_

\*Signature: \_\_\_\_\_

**For office use only:**

Degree Granted: \_\_\_\_\_

Date degree conferred: \_\_\_\_\_

Date diploma printed: \_\_\_\_\_                      Initials: \_\_\_\_\_

Date diploma sent: \_\_\_\_\_                      Initials: \_\_\_\_\_