

COMPLETION VERIFICATION FORM

☐ **My degree requirements are complete.**

- The purpose of the Completion Verification Form is to notify the Office of the Registrar that you have completed your remaining graduation requirements; and thereby request a final degree audit, conferral date set and diploma printed.
- Please ensure that all **degree requirements have been met and final grades are in** before submitting this request. (Check your course history on the Student Portal.)
- Degree conferral dates set for December will issue degrees in January, and conferral dates in May will be issued in June.
- Diplomas will not be released if the student has a balance owing on his/her student account.
- **The Personal Information Protection Act** requires all diploma requests to be signed by the student. For this reason, telephone, e-mail and third party requests cannot be accommodated. Students may fax, scan to email, mail or deliver request to the Office of the Registrar at the address options below.
- Students may print, fill and submit this request form either in person, by fax: 604.513.2096, scan to email: registrar@twu.ca, or mail: Office of the Registrar, Trinity Western University, 7600 Glover Road, Langley, BC, V2Y 1Y1. For questions call 604.513.2070.

Please complete the following information: (*Required)

*Full Legal Name: _____

*Name that will appear on diploma (if different than full legal name): _____

*ID number : _____ *Degree : _____

Last semester completed: _____

*Division (circle one): Undergraduate ACT Seminary School of Graduate Studies

*Address: ☐ Pick up degree or
 ☐ Mail degree to address below

Street: _____

City: _____ Province/State: _____

Postal Code/Zip: _____ Country: _____

*Phone: () _____

*Email: _____

*Signature: _____

For office use only:

Degree Granted: _____

Date degree conferred: _____

Date diploma printed: _____

Date diploma sent: _____

Initials: _____

Initials: _____