**TRINITY WESTERN UNIVERSITY**

**Office of the Registrar**
Mattson Centre
22500 University Drive
Langley BC, V2Y 1Y1
**TWU.ca/Help**

# DEGREE COMPLETION VERIFICATION

- 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.

- **Please ensure that all degree requirements have been met and final grades are in BEFORE submitting this request.** (Check your unofficial transcript on the Student Portal.)

- Diplomas will not be released if the student has 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.

- Please note that diplomas can only be printed using your full legal name.

| LAST NAME | FIRST NAME | TWU ID NUMBER |
|---|---|---|
|  |  |  |

| **EMAIL:** | **PHONE:** |
|---|---|

| **My degree requirements are complete.** |
|---|

| **Division:** *(please select one)*     Undergraduate     Graduate     ACTS Seminaries |
|---|

| **Degree/Major:** | **Last Semester Completed:** _____ <br> *year*    Spring   Fall   Summer |
|---|---|

**Delivery Instructions** (*please select option below*)

     **Pick up** *(no additional cost)* **or**

     **Mail** *(no additional cost)*

     Full Name: _____

     Address:_____City: _____

     Province/State: _____ Postal Code/Zip: ____._____ Country: _____

     Phone *(required for intl adresses)*: _____

_____    _____
**Student Signature**                                               Date

**Revised OCT 2020**