

# 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.

FIRST NAME	LAST NAME	TWU ID NUMBER
EMAIL:		PHONE:

My degree requirements are complete.	
Division: <i>(please select one)</i>	Undergraduate    Graduate    ACTS Seminaries
Degree/Major:	Last Semester Completed: _____ <small>year</small> Spring    Fall    Summer

Delivery Instructions <i>(please select option below)</i>
<p><b>Pick up</b> <i>(no additional cost)</i> <b>or</b></p> <p><b>Mail</b> <i>(no additional cost)</i></p> <p>Full Name: _____</p> <p>Address: _____ City: _____</p> <p>Province/State: _____ Postal Code/Zip: _____ Country: _____</p> <p>Phone <i>(required for intl addresses)</i>: _____</p>

_____	_____
<b>Student Signature</b>	Date

FOR OFFICE OF THE REGISTRAR USE ONLY	
Degree Granted: _____	Date degree conferred: _____
Date diploma printed: _____	Initials: _____
Date diploma sent: _____	Initials: _____