

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 unofficial transcript on the Student Portal.)
- 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.
- Please note that diplomas can only be printed using your full legal name.

Please complete the following information: (*Required)

*Full Legal Name: _____

*ID number : _____ *Degree : _____

Last semester completed: _____

*Division (circle one): Undergraduate ACTS Seminaries 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: _____ *Date: _____

For office use only:

Degree Granted: _____

Date degree conferred: _____

Date diploma printed: _____

Initials: _____

Date diploma sent: _____

Initials: _____