

Graduation Application Form (Regular Studies)

REGISTRAR & ENROLMENT SERVICES

APPLICATION DEADLINE: February 1

IMPORTANT INFORMATION

APPLICATION FEE

The graduation application fee is \$25.00 (non-refundable). Applications received after the application deadline will be charged an additional \$25.00 late fee.

MULTIPLE CREDENTIALS

You must complete a separate application form for each credential. A minimum of 50% of credits applied to the second credential of the same level must be new courses. See [Credential Regulations](#).

CONVOCATION CEREMONIES

Convocation will take place in June. Specific ceremony dates and times will be posted on langara.ca/convocation when they become available.

CREDENTIALS

Credentials are conferred at the annual Convocation Ceremonies and will not be available prior to the scheduled ceremony dates. Students who do not pick up their Parchment at their assigned ceremony will be able to pick them up from Registrar and Enrolment Services for a ten day period after the ceremonies have concluded. Please note that parchments are only held for pick-up for a limited time. Unclaimed parchments that have not been picked up within ten days following the ceremonies will be mailed to the address we have on file. Please ensure your address is current on your Student Information System.

ELIGIBILITY

It is your responsibility to ensure that you have met all of your credential requirements. Please ensure that you have registered for your final classes before submitting your application for graduation. If you are not eligible for graduation, a letter will be issued stating the reasons why. If your application is pending successful completion of your currently registered course(s), there will be no correspondence until we re-evaluate your application after the semester has ended. If your application is approved, a graduation confirmation letter will be issued. Once your application has been approved, there will be a notation on your transcript indicating the program and completion semester. Parchments are issued only once per year in June.

STUDENT RECORD

If you are not currently officially declared into the program you wish to graduate from, the program on your student record may be changed to match the credential awarded.

HOLDS ON YOUR ACCOUNT

Parchments will not be released if fees or fines are owed to the College.

TRANSFER CREDIT

You must complete the final 40% of your program at Langara. If you are applying for transfer credit, you must submit a Transfer Credit Request Form with an official transcript to Registrar & Enrolment Services before **January 3**. All courses and credits required (including transfer credits from other institutions) for your credential must be on your Langara transcript before **April 30** to be considered for convocation in June.

GRADUATION EXEMPTION

Graduation Exemption is intended for students who wish to graduate and require an exemption from the standard requirements of the program and/or College policy. The deadline to submit a Graduation Exemption Request is February 1.

CREDENTIAL POLICY AND REGULATIONS

Credential Policy and Regulations are available online at langara.ca/registration-and-records/graduation/credential-policy/index.html.

USE OF INFORMATION

Unless otherwise notified in writing, your name, address, phone number, credential received, and year graduated will be provided to College Advancement and Alumni Relations. Your name will also be published in the convocation program.

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STUDENT INFORMATION

I am an international student: Yes No

Langara ID: _____

Last or family name: _____ First or given name(s): _____

Street address: _____

City: _____ Province: _____ Country: _____ Postal Code: _____

Email: _____ Phone: _____

I understand my parchment will be printed with my name as it appears on my Langara record.

CREDENTIAL INFORMATION

Bachelor Degree
 Associate of Arts Degree
 Associate of Science Degree
 Diploma
 Certificate
 Citation
 Post-Degree Diploma
 Post-Degree Certificate

Program name: _____ Co-op: Yes No

I will complete my last course for this program in: Spring (Jan-Apr) Summer (May-Aug) Fall (Sep-Dec) Year: _____

TRANSFER CREDIT

- I have no transfer credit and have taken all my required courses for graduation at Langara College.
 I have transfer credit. All of my required courses for graduation have been transferred and appear on my Langara transcript.
 I have submitted/will submit my transfer credit request form. Hold my graduation application until my transfer credit request is complete.

CONFIRMATION OF GRADUATION ELIGIBILITY

Students will receive a complimentary graduation confirmation letter that will be issued once their application has been approved.

- I will wait for the complimentary graduation confirmation letter. **No additional fee. Six to eight weeks processing after final grades.**
 I require a letter earlier (for work permit, employment, or admission purposes) **and my request form is attached. Additional fee.**

CONVOCATION INFORMATION

- I will attend the Convocation Ceremony. Information about ceremonies, regalia, and tickets will be sent closer to convocation.
 I will not attend the Convocation Ceremony.

DECLARATION OF APPLICANT

- By submitting the information I have entered on this application, I certify that a) I am the person named in the Student Information section above, and b) the information I have submitted is true, correct and complete.
 I also acknowledge and accept that Langara College contracts with various external companies to assist with ceremonies, such as ticketing, photography, and regalia, and that the College may share some of my personal information with these companies only for the purpose of producing the event. **Acceptance of this term is required to attend convocation. Students who choose to not accept this term will not be eligible to attend convocation. This will not prevent the delivery of their parchment.**

OFFICE USE ONLY

Program:	Catalog Date:			Date	Initial		Date	Initial
Major/Concentration:	SPAIDEN <input type="checkbox"/>	SHADEGR <input type="checkbox"/>	GP <input type="checkbox"/>			PA <input type="checkbox"/>		
Completed:	SGASTDN <input type="checkbox"/>	SHADIPL <input type="checkbox"/>	PF <input type="checkbox"/>			AP <input type="checkbox"/>		
Final CGPA:	SMARQCM <input type="checkbox"/>	SHACATT <input type="checkbox"/>	PD <input type="checkbox"/>			GR <input type="checkbox"/>		
Credential Policy (F1001) <input type="checkbox"/> Jan 1/14 <input type="checkbox"/> Dec 31/13 and prior	SHARQTC <input type="checkbox"/>	SFAREGS <input type="checkbox"/>	PT <input type="checkbox"/>			NE <input type="checkbox"/>		
Distinction GPA: <input type="checkbox"/> DSTCT entered	SZRTRSP <input type="checkbox"/>		PH <input type="checkbox"/>			Verification:		

COMMENTS:

SUBMIT COMPLETED FORM WITH CORRECT FEE

- In person with cash, cheque, Visa, or Mastercard: Registrar & Enrolment Services Office (T Building)
- By mail with cheque: Registrar & Enrolment Services, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6
- Online at feeportal.langara.ca (search for Graduation Application - Regular Studies)

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