



GRADUATE ADMISSIONS AND RECORDS
 UNIVERSITY CENTRE
 UNIVERSITY OF VICTORIA
 PO BOX 3025, STN CSC
 VICTORIA BC V8W 3P2 CANADA
 FAX (250) 472-5420

APPLICATION FOR GRADUATION FACULTY OF GRADUATE STUDIES

FOR USE BY STUDENTS WHO HAVE PREVIOUSLY BEEN REGISTERED IN THE FACULTY OF GRADUATE STUDIES

The University of Victoria collects personal information pursuant to the *University Act, RSBC 1996, c.468* and section 26 of the *Freedom of Information and Protection Act*. If you wish further information, contact Graduate Admissions and Records or read UVic Policy 4400, Access to Student Records at <http://registrar.uvic.ca/home/documents/access.html>

REMEMBER TO SUBMIT AN ADDRESS CHANGE IF YOU ARE MOVING

Student Number: V00 _____

- MR MISS
 MS MRS _____

Surname _____ **Given Names To Appear On Diploma** _____

Please use the appropriate **upper-case letters** for your name, as well as spaces, accents and hyphens. Brackets will not be included as part of your name on the diploma. The above name will be used on your diploma. Problems arising from the differences between this name and the legal name are the student's responsibility.

Contact Phone Number: _____ Email: _____

Hometown: City: _____ Country: _____

For use in convocation list/news release. Victoria will be considered your hometown if you do not indicate otherwise.

UVic School/Department: _____ Co-op

Degree Applied for:

- | | | | | | |
|------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> PhD | <input type="checkbox"/> MA | <input type="checkbox"/> MASC | <input type="checkbox"/> MBA | <input type="checkbox"/> LLM | <input type="checkbox"/> _____ |
| <input type="checkbox"/> MEd | <input type="checkbox"/> MEng | <input type="checkbox"/> MFA | <input type="checkbox"/> MGB | <input type="checkbox"/> MMus | <input type="checkbox"/> CERT |
| <input type="checkbox"/> MN | <input type="checkbox"/> MPA | <input type="checkbox"/> MPH | <input type="checkbox"/> MSc | <input type="checkbox"/> MSW | <input type="checkbox"/> DIPL |

Fees indicated on this form are subject to change without notice. All fees are due at the end of the month in which this form is received.

I intend to graduate at Spring Convocation (submit application by Dec 01)
 Fall Convocation (submit application by July 01)

In which term will your degree requirements be met and final registration occur?

SEP-DEC JAN-APR MAY-AUG YYY Y _____

*The graduation fee of \$40 will be assessed to your tuition account.

If you submit your application after the due date, a \$10 late fee will be applied.

If you do not complete all your degree requirements by the specified date, you will need to reapply to graduate. Students who have not paid the minimum number of fee installments for their degree by the final session before graduation must pay the outstanding installments before their degree is awarded. These fees will be assessed once the application to Graduate is processed.

Check this box if you are completing a master's program with a non-thesis option.

Check this box if you are completing a master's program with a thesis option OR a doctoral program.

Submission of thesis/dissertations to National Library and Archives of Canada is mandatory. Thesis/dissertations are to be retained in the University of Victoria Library and submitted to the National Library and Archives of Canada.

* UVic Archival Fee: \$15

* National Library (ProQuest Fee): \$25.00

I accept that the University will publish my name in the convocation program and newspapers, add my name to the Convocation Roll, release my name to the GSS as a graduation candidate and activate my membership in the alumni association for the purpose of the Alumni Affairs Program. For details please contact the Alumni Office.

Signature _____ Date _____

*NOTE: GRADUATION FEES ARE NON REFUNDABLE AND CANNOT BE CREDITED TOWARDS TUITION FEES.

Please notify Graduate Admissions & Records immediately of any changes to any of the above information

FOR OFFICE USE ONLY

STAGE 1 Application Rec'd

- SHATCMT: APPL TO GRAD (014)
- SHATCMT: Lang Req. (005)*
- SPAIDEN: Hometown added
- SPAIDEN: Telephone
- SPAIDEN: Email
- SYIFREG: Registration

_____ Course
 _____ CRN
 _____ Last Reg'd Term
 _____ Term (last effec)
 _____ SZASGFA: Installments

- SGASTDN _____ Degree
- _____ Field of Study
- _____ Coop / Concentration
- _____ Termination
- _____ Catalog Term

- SHADEGR: Pgm info/catalog term _____ Degree Sequence

- TSAAREV: Grad/Libr/Micro fees
- SHADIPL: Name to appear on diploma
- ROE from FGS
- SHACOM: Committee Members

STAGE 2 eThesis Check (Thesis only)

- Prelim Pages
- Title Page
- Supervisory Com. Page
- Abstract page
- Table of Contents
- Authorized to D-space

STAGE 3 From Student/ Dept (Thesis only)

- Partial Copyright
- Thesis/Dissertation form
- Copy of Thesis
- D Space Paper CD _____ Thesis Rec'd date

- Copy of title page
- Non-exclusive license/Proquest
- DSpace Check

STAGE 4 Completion

- Chair's Report
- SHATCMT _____ Date of Oral (008) / Comp (006)
- _____ Date of LOR (015)

- SHATCKN: Grades entered + Rolled
- SHACRSE: Co-op req's
- Preliminary CAPP/calendar check
- Final CAPP
- SHAQPNO: Thesis Title
- SHANCRS
- SHATCMT: Eligible to Graduate
- SOAHOLD: Terminate Hold

STAGE 5 Director/Officer Approval

- Final CAPP
- Degree Sequence
- SHADEGR Check