

MTIS Degree Completion Steps

MTIS PROGRAM COMPLETION:

- MTIS students must have or must be in the process of completing all course work requirements (including co-op work term).
- If you plan on completing you must notify the Graduate Secretary the start of the term in which you plan to complete

STEPS FOR THE STUDENT:

1. **Connect with your Supervisor:** You must inform your Supervisor of the term in which you plan to complete your program.
2. **Connect with the Graduate Secretary:** You must connect with the Graduate Secretary to go over the program completion information and steps.
3. **Connect with the Co-op Coordinator (if you are on a co-op work term):** You must connect with the Co-op Coordinator (mtiscoop@uvic.ca), to go over the steps to completion and deadlines.
4. **Apply to graduate:**
 Complete the Application to Graduate online through your MyPage. Please note, a credit card is required. For more information on graduation requirements and deadlines, please visit: <http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/>.

Application to graduate dates and deadlines to avoid late fee:

| Final Term Registration | Application for Graduation Deadline | Convocation Ceremony |
|-----------------------------|-------------------------------------|----------------------|
| Fall (September – December) | 15 November | Spring (June) |
| Winter (January – April) | 15 February | Spring (June) |
| Summer (May – August) | 15 July | Fall (November) |

5. **Register to attend convocation:**
 If you will be attending the Convocation Ceremony, registration is required. Registration information can be found at the following link:
<https://www.uvic.ca/ceremonies/convocation/students/register/index.php>
6. **Apply for a Degree Completion Letter (optional):**
 A Degree Completion Letter confirms the status of your Application to Graduate. International students may use this letter to apply for a post-graduation work permit. Students who will be using this letter to confirm their degree requirements have been met prior to receiving their parchment/diploma should select the option to issue the letter once all degree requirements have been met. Graduate Admissions and Records will issue the letter once your degree completion paperwork has been processed.

Details can be found at the following link: <https://www.uvic.ca/current-students/home/graduating/graduation-documentation/index.php>.

7. **Return Keys:** Return signed out keys to the reception in the ECE General Office, EOW-448. *MTIS Locker & Lab Keys etc.*
8. **Email address:** Provide the Graduate Secretary with a forwarding email address

CONGRATULATIONS!!!

