



**University
of Victoria**

Office of
the Registrar

Questions?
250-472-4623
degrees@uvic.ca

Intent to Receive Certificate of Completion STEPS Forward (Inclusive Post-Secondary Education)

Deadline: March 15th

Complete this form if you:

- access support through the Inclusive Post-Secondary Education Partnership
- are nearing completion of 4-5 years of study and 12 courses
- may want to attend the June Convocation ceremony

**Bring this form to Graduation Services (University Centre, A wing, main floor)
or email it to degrees@uvic.ca**

Student number		Do you plan to attend the Convocation ceremony?	
Your name as you want it to be appear on your Certificate of Completion (use spaces below)			
First name	Middle name	Last Name	
Email address		Phone number	
We will send Convocation information to you by email. Is there someone else who should also receive these emails?			
Their name	Their email address	Their relationship to you	
Today's date		Your signature	
<p>What happens next? Near the end of March, the Ceremonies & Events office will contact you to provide you with all of the information needed to prepare for Convocation, including your ceremony date and time, regalia rental, guest tickets, parking, photography, etc. They will also ask you about any special requirements that you, or your guests, may have.</p>			
For Office Use Only			Last updated: January 2021
Date Stamp			