

\*Read the [Application for Graduation Instruction Sheet](#) before completing this form.

1. If your application is received between August 1 and January 31, and you will complete your program requirements by April 30, you are eligible to attend Spring Convocation. If your application is received between February 1 and July 31, and you will complete your program requirements by August 31, you are eligible to attend Fall Convocation. Earlier deadlines apply to graduate students in some programs (consult FGSR).
2. Submit this form to your faculty, federated college, or academic unit student services office.
3. Use a separate form for each credential (degree, diploma, or certificate) that you are applying for.
4. It is your responsibility to ensure your personal contact information is current in UR Self-Service.

<b>U of R Student ID (9 digits)</b>
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Program Completion Date		Ceremony	
<i>Month</i>	<i>Year</i>	<input type="checkbox"/> Spring	<input type="checkbox"/> Fall

Graduation Information							
<b>Parchment Name</b> (Full legal name, including mixed case, accents, or hyphens) <b>No initials</b> are permitted unless documentation is provided. If the name you write below does not match the name recorded in the University's student information system, you will be contacted for proof of name, and in some cases you will have to complete a Legal Name Change form.							
Legal First Name		Legal Middle Name(s)			Legal Last Name		
Name of Degree, Diploma or Certificate	Major 1	Major 2	Minor 1	Minor 2	Conc 1	Conc 2	Conc 3
Campus or Federated College <input type="checkbox"/> U of R <input type="checkbox"/> First Nations University* <input type="checkbox"/> Campion <input type="checkbox"/> Luther		Faculty <input type="checkbox"/> AR <input type="checkbox"/> BU <input type="checkbox"/> CE <input type="checkbox"/> ED <input type="checkbox"/> ES <input type="checkbox"/> MP <input type="checkbox"/> GS <input type="checkbox"/> KI <input type="checkbox"/> NU <input type="checkbox"/> SC <input type="checkbox"/> SW <input type="checkbox"/> CT			Institutional Honours <input type="checkbox"/> Co-operative Education <input type="checkbox"/> Internship <input type="checkbox"/> International <input type="checkbox"/> Mention bilingue		

Convocation Ceremony			
Are you attending the ceremony? <input type="checkbox"/> YES <input type="checkbox"/> NO		*If you are a First Nations University of Canada student and you would like your Band named listed in the FNUUniv ceremony program, please include it below:	
If YES, provide your height for gown sizing:	feet	inches	Band name

Graduate Retention Program (For Undergraduate Students Only)											
Do you want the University of Regina to apply for the Graduate Retention Program on your behalf? <input type="checkbox"/> YES <input type="checkbox"/> NO											
If YES, please provide your Social Insurance Number:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> </tr> </table>										
I hereby authorize my educational institution to apply on my behalf to the Ministry of Advanced Education for the Graduate Retention Program eligibility certificate to which I may become entitled under The Graduate Retention Program Act.											
I consent to my educational institution disclosing my personal information (name, address, phone number, Social Insurance Number, date of birth, gender, post-secondary program completed, credential obtained and graduation date) to the Ministry of Advanced Education for any purpose necessary to confirm my eligibility for and to administer the Graduate Retention Program under the said act.											
I consent to the Ministry of Advanced Education to collect and use personal information previously collected from me from other educational and employment programs to administer the Graduate Retention Program.											

Signature of Student	Date  DD-MMM-YYYY
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Your personal information is collected under the authority of the *University of Regina Act*, and in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) and the *Personal Information Protection and Electronic Documents Act* (Canada), for the purpose of applying to graduate. If you have any questions about the collection, use, or disclosure of this information by the University, please contact the Head, Access to Information and Protection of Privacy, (306) 585-5545.

For Office Use Only:	Program Code:				
Reviewed by Faculty/College Office:	<i>Initials</i>	<i>Date</i>	Reviewed by Registrar's Office:	<i>Initials</i>	<i>Date</i>

**Important Notices:**

- Before applying to graduate it is recommended that you meet with a Faculty or Federated College Advisor to determine if your program requirements are or will be completed at end of the term you apply.
- It is your responsibility to ensure your personal contact information is current in UR Self-Service by the end of your last term. All Convocation correspondence will be delivered to your Official University of Regina email account and/or preferred email. Please regularly monitor your email account. **Your preferred email should be current in UR Self-Service for the Graduate Retention Program.**
- If you will not be attending the Convocation ceremony, please ensure your mailing address is current in UR Self-Service by the end of your last term. Parchments will be mailed three weeks after Convocation. If the parchment is returned, you will be responsible for the cost of re-shipping.

**Student ID Number:** Enter your nine digit Student Identification Number

**Program Completion Date:** Enter the month and year your program requirements were or will be completed.

**Ceremony:** Select the ceremony you are eligible to attend. The spring ceremony is held in June and the fall ceremony is held in October.

**Graduation Information**

**Parchment Name:** Print your full LEGAL name (include mixed case, accents, and hyphens). No initials are permitted unless legal documentation is provided. Parchments are printed with your full legal name, as recorded in the University's student information system at the time of graduation. In the event of a legal name change, or if a correction is required, all students must provide proof of legal name to the Registrar's Office (AH 210). Graduate students must also provide proof of legal name to the Faculty of Graduate Studies and Research (PR 110.2).

**Name of Degree, Diploma or Certificate:** Enter the name of the degree, diploma or certificate you are applying to graduate from. If you are unsure, please refer to the Undergraduate Calendar for program names and abbreviations.

**Major 1, 2:** If applicable, list the Majors you are applying for.

**Minor 1, 2:** If applicable, list the Minors you are applying for. Minors will appear on your transcript, but not your parchment.

**Concentration 1:** If applicable, list the area of concentration you are applying for. For example: Creative Writing, or Film Production  
Concentration – concentrations will appear on your transcript, but not on your parchment.

**Campus or Federated College:** Select the campus or federated college you are affiliated with.

**Faculty:** Select the faculty that is associated with the program you are applying for:

AR Arts

BU Business Administration

GS Graduate Studies and Research

KI Kinesiology and Health Studies

CE Centre for Continuing Education

SC Science.

NU Nursing

ES Engineering and Applied Science

ED Education

MP Media, Art, and Performance

CT La Cité universitaire francophone

SW Social Work

**Institutional Honours** are defined as follows:

- **Co-operative Education:** Students who successfully complete the number of work terms required by their faculty will graduate with a Co-operative Education designation that is noted on their official transcript and parchment.
- **Internship:** For Engineering and Actuarial Science students who successfully complete the number of work terms required by their faculty will graduate with an Internship designation that is noted on their official transcript and parchment
- **Bilingual mention/mention bilingue:** A minimum of 40% and maximum of 60% of courses counted towards the degree program taken in French, including at least 3 courses from departments other than French (but must be from the Faculties of Arts, Media, Art, and Performance; or Science).
- **International designation:** Completion of at least one international experience. Please refer to your faculty regulations from more information on this designation.

**Graduate Retention Program – Undergraduate Students Only:** The Graduate Retention Program provides Saskatchewan income tax credits of up to \$20,000 for tuition fees paid by graduates who live in Saskatchewan. Your rebate will be based on the tuition you paid.

- If you select “Yes”, please provide your Social Insurance Number so the University of Regina can submit your information to the Government of Saskatchewan.
- If you select “No”, then you must apply online for the program on your own behalf.

For more information about the Graduate Retention Program or to apply on your own behalf, please visit [www.saskatchewan.ca/residents/education-and-learning/graduate-retention-program](http://www.saskatchewan.ca/residents/education-and-learning/graduate-retention-program) or call 1-800-597-8278 toll free, or 306-787-5620 in Regina.

**Promotion to Alumni Status:** Graduates of the University of Regina automatically become alumni of the University of Regina and members of the Alumni Association. Stay connected to your University by providing your preferred email address. Alumni will send you information about alumni activities, University updates, as well as exclusive benefits and promotions. [www.uregina.ca/external/alumni-relations/uraa](http://www.uregina.ca/external/alumni-relations/uraa).