

Graduation is not an automatic process. Excluding students in Apprenticeship programs, NLC students must apply to graduate. **Complete this form in your final term to apply to graduate if you are a student in an Academic, Vocational, Foundation Trade, or BC Adult Graduation Diploma (Adult Dogwood) program at NLC.** This form initiates the evaluation of your student record for program completion (graduation). Submit this form no earlier and no later than your final term of study. Submission of this form after your final term will delay your graduation evaluation.

**All required fields (\*) must be completed.**

Student Information	Legal last name *		First name *		NLC student number *	
	Daytime telephone number *		Email address *		Birthdate (yyyy/mm/dd) *	
	Mailing address *					
	City *		Province *	Country *		Postal code *
	Would you like us to update your current mailing address on file with the above details? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>By checking this box, I agree to share my contact information for Alumni engagement.</b>					
Parchment Information	Print your name EXACTLY as you would like it to appear on your parchment. *					
	Full name of program you are applying to graduate from and the credential type (ex. Business Management Certificate). *					
	Is this program different from the program you were admitted to? * <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please note your current program below and <u>submit a Program Change form</u> at Campus Services at an NLC Campus.					
	Term date you completed or will complete your program? * (ex. Fall 2025, Winter 2026, Spring 2026, etc.)					
	If requesting to graduate from the BC Adult Graduation Diploma (Adult Dogwood), note the end date or anticipated end date of your final course. * (ex: April 30, 2026)					
Other Graduation Documents	Do you need an Official Transcript to be issued to when your graduation is processed? <input type="checkbox"/> Yes <input type="checkbox"/> No					
	# of copies _____ \$10.50 + GST per copy. <b>Payment must be made at the time this form is submitted. If payment is not received, transcripts will not be issued.</b> Official Transcripts are delivered in the same method as your parchment.					
	Do you need a Post Graduate Work Permit (PGWP) support letter? <input type="checkbox"/> Yes <input type="checkbox"/> No PGWP letters are emailed after the successful completion of your graduation evaluation.					
Document Delivery	All students who meet graduation requirements are issued one official NLC parchment. <b>Please choose one delivery option *</b>					
	<b>Option 1</b>  <input type="checkbox"/>	<b>I would like my parchment sent to an NLC Campus for me to pick up when it is ready.</b> <ul style="list-style-type: none"> <li>Photo ID is required for pick-up, and you will be contacted when your parchment is available for pick-up.</li> </ul> <b>Please specify the location:</b> <input type="checkbox"/> Dawson Creek <input type="checkbox"/> Fort St. John <input type="checkbox"/> Fort Nelson <input type="checkbox"/> Chetwynd <input type="checkbox"/> Tumbler Ridge				
<b>Option 2</b>  <input type="checkbox"/>	<b>I would like my parchment to be mailed to me when it is ready.</b> <ul style="list-style-type: none"> <li>By choosing this option, you are responsible for providing NLC with your mailing address in a legible format. NLC is not responsible for any letter loss if the information is not readable as requested.</li> </ul>					

<b>Convocation</b>	<p><b>To be eligible to attend Convocation, ALL outstanding fees owed to the college must be paid in full at the time of registration.</b> Convocation at NLC is held in May and June. Attending the ceremony is not mandatory. Registration for Convocation opens during the winter term. If you would like to attend, you must register and pay the registration fee. <b>Please select an option from below.</b> *</p> <p><input type="checkbox"/> <b>Yes, I plan to attend convocation.</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> If selecting this option, it is the student's responsibility to submit a <a href="#">Convocation Registration form</a> when they are made available in the winter term.</li> <li><input type="radio"/> Registration forms are made available on the NLC website on the Convocation webpage here: <a href="https://www.nlc.bc.ca/convocation/">https://www.nlc.bc.ca/convocation/</a></li> <li><input type="radio"/> Once forms are available submit the form with payment to <a href="mailto:StudentHelp@nlc.bc.ca">StudentHelp@nlc.bc.ca</a> or in person at Campus Services at an NLC Campus location.</li> </ul> <p><input type="checkbox"/> <b>No, I do not plan to attend convocation.</b></p>
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<b>Signature</b>	<p>Student records are confidential and are not released without the written consent of the student unless otherwise required by law. NLC considers falsified requests to be fraudulent. Your signature indicates you are requesting to graduate and the information you provided on this form is correct.</p> <p><b>Signature:</b> * <span style="float: right;"><b>Date:</b> * <a href="#">yyyy/mm/dd</a></span></p>
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<b>SUBMIT</b>	<p><b>Ensure all required areas of the form are filled and any applicable fees have been paid or will be paid shortly after submission.</b> *</p> <p><input type="checkbox"/> <b>OPTION 1:</b> Select this checkbox to submit this signed, completed form online to <a href="mailto:StudentHelp@nlc.bc.ca">StudentHelp@nlc.bc.ca</a>, OR</p> <p><input type="checkbox"/> <b>OPTION 2:</b> Print completed, signed form and submit in person to Campus Services at an NLC campus location.</p>
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### Request to Graduate Process

- Submit a Request to Graduate form in your final term to initiate the graduation process from your program. (Not applicable for Apprenticeship students.)
- Transcripts requested on a Request to Graduate form or on a Transcript Order Request form with processing option "Hold for Graduation" processing will be issued after your graduation status is confirmed. If you do not receive email confirmation of your graduated status, the grad notation won't be noted on your transcript.
- Transcripts requested on a Request to Graduate form **are not** issued if payment has not been received prior to the completion of your grad evaluation.
- NLC reserves the right to withhold parchments, transcripts and documents if students have outstanding fees owing to the College. See [F-4.03-2 Tuition, Fees and Refund Policy](#).
- Instructors have five (5) business days to enter grades at the end of a term. Once all final grades have been submitted, the graduation evaluation process takes up to 15 business days. Rush requests for processing are not available.
- If you are submitting your request to graduate form after your final term, the 15-day evaluation process will begin when you receive a confirmation email from Student Records that your Request to Graduate form has been received.
- Once graduation evaluations have been processed, Post Graduate Work Permit (PGWP) support letters are issued to successfully graduated international students. These letters are emailed. If you do not see your letter in your email, please check your junk mail folder.

### Graduation Evaluation Next Steps:

1. **If all the requirements have been completed:**
  - Your student record will be updated to reflect that you have graduated – Congratulations!
  - You will be sent an email notification from Student Records confirming your graduation.
  - Your parchment will be delivered based on the selection on this form.
  - Your "Hold for Graduation" official transcript will be issued based on the delivery method selected your order form.
  - Your PGWP support letter will be emailed to you, if you are an international student.
2. **If some requirements are in progress:**
  - Your graduation status is pending the successful completion of the courses you are currently enrolled in.
  - We will automatically evaluate your application after the semester has ended, and the final grades have been submitted by the instructor.
  - Please allow up to 15 business days for the results of your request to graduate.
3. **If you are not eligible to graduate:**
  - You will receive an email to notify you and provide information about the reasons you have not met the requirements.

For more information on NLC Graduation Regulations, visit <https://www.nlc.bc.ca/schedule/graduation-regulations/>