REQUEST TO GRADUATE

Requesting to Graduate:

- Complete and submit the **Request to Graduate** form in your final semester.
- Pay the **$120.00 + GST Request to Graduate fee** to begin the process.
- Ensure all **outstanding balances** are paid. Refer to: F-4.03 - Tuition, Fees and Refunds Policy.

Note: Apprenticeship students are not required to submit this form.

The graduation fee includes the following:

- An official parchment
- An official transcript
- Participation in Convocation

Making a payment:

A variety of payment methods are available. Please refer to this link for a complete list of payment options: Make-a-Payment

I understand that payment of the $120.00 + GST fee is required before my Request to Graduate can be processed. _____ Initial

If your student account has an outstanding balance, please contact the NLC Finance team to discuss available options by email at financialservices@nlc.bc.ca.

I understand that my parchment and official transcript will not be released, and I will not be permitted to attend Convocation if my student account has an outstanding balance.

_____ Initial

If the program listed on this Request to Graduate form differs from the program to which you were originally admitted, this form will be cancelled. You will need to complete a Change of Program prior to requesting to graduate.

_____ Initial

*** Indicates a required field; all required fields must be completed.**

Student Information

To ensure the accuracy and security of your information, please complete this section by providing your personal details. The information provided will be verified against your Northern Lights College student records. Please ensure that all information provided below is accurate, as it will be used to update your student record.

Last name: *	First name: *	Birthdate: * (YYYY/MM/DD)
NLC student ID: *	Email address: *	Phone number: *
Mailing address (Street Address, Apt/Unit/Suite, or PO Box): *		
City: *	Province: *	Postal code: * / Country: *

Parchment Information

Your name on your parchment must match your student record. If it has legally changed, submit a Student Record Update form and government-issued ID to studenthelp@nlc.bc.ca.

Print your name **exactly** as you would like it to appear on your parchment: *	
Full name of program you are requesting to graduate from: * ***Example:*** *Business Management Certificate*	
What is the last academic year you attended (or are currently attending)? * ***Example:*** *2026*	
What is the final academic term you attended (or are currently attending)? * ***Example: Fall*** *(Sep-Dec),* ***Winter*** *(Jan-Apr),* ***Spring*** *(May-Aug)*	
Anticipated completion date of your final course **(BC Adult Graduation Diploma – Adult Dogwood only)**. * ***Example:*** *April 30, 2026* (If not applicable, note N/A)	

Document Delivery

Students who meet the graduation requirements will receive one official parchment and one official transcript.

Please select your preferred delivery method for your official documents: *

Option 1 ☐

Send my official documents to my selected Enrolment Services location for collection.

- Photo ID is required for pick-up. You will be contacted when your official documents are ready for collection.

Please specify the Enrolment Services location:

☐ Dawson Creek ☐ Fort St. John ☐ Fort Nelson ☐ Chetwynd ☐ Tumbler Ridge

Option 2 ☐

Send my official documents by Canada Post to the postal address provided on this form.

- By selecting this option, you are responsible for providing a complete and legible mailing address above.
- Northern Lights College is not responsible for lost or delayed mail resulting from an incorrect or incomplete address.

*** Indicates a required field; all required fields must be completed.**

Alumni Engagement

Alumni are former students or graduates of Northern Lights College!

I agree to have my contact information shared with Alumni Engagement for future communications. *

☐ Yes ☐ No

Register for Convocation:

Congratulations on the completion of your program! The next step in your journey is to attend convocation, the ceremony to celebrate your achievements with classmates, family, and friends. This registration form is used to reserve your convocation regalia, reserve guest seating, and select the ceremony location you will attend.

The Request to Graduate fee includes your Convocation regalia rental, mortarboard, tassel, and commemorative parchment cover.

If you are no longer able to attend your Convocation ceremony, please notify us as soon as possible by emailing convocation@nlc.bc.ca.

Convocation

I would like to attend Convocation: *

☐ Yes ☐ No

Which Convocation ceremony will you attend? *

☐ Dawson Creek – June 3, 2027, 2:00 PM
☐ Fort St. John – June 10, 2027, 2:00 PM
☐ Fort Nelson – June 16, 2027, 2:00 PM

Do you require special assistance at Convocation? If yes, please describe your accessibility or accommodation needs. *

_____

_____

Number of Guests (Fort St. John only) *
Due to venue capacity, graduates attending the Fort St. John ceremony are asked to indicate the number of guests they plan to bring.

Number of Guests (Fort St. John only): _____

Gown rental information: *

Do you require a full-fit gown?	☐ Standard fit ☐ Full-fit
Select your gown size based on your height: The gown is designed to reach mid-calf. Please measure your height while wearing flat shoes or while barefoot.	☐ 4’6” – 4’8” (137–143 cm) Size 39 ☐ 4’9” – 4’11” (144–150 cm) Size 42 ☐ 5’0” – 5’2” (151–158 cm) Size 45 ☐ 5’3” – 5’5” (159–166 cm) Size 48 ☐ 5’6” – 5’8” (167–173 cm) Size 51 ☐ 5’9” – 5’11” (174–181 cm) Size 54 ☐ 6’0” – 6’2” (182–188 cm) Size 57 ☐ 6’3” – 6’5” (189–195 cm) Size 60 ☐ 6’6” – 6’8” (196–201 cm) Size 63 ☐ Taller than 6’8” (201 cm+) Size Tall

Valedictorian nominations:
Interested in nominating someone or applying to become Valedictorian? Visit https://www.nlc.bc.ca/convocation/ for eligibility requirements and nomination information. The nomination period opens on March 16, 2027, and all completed nomination forms must be received by **4:30 p.m. on April 9, 2027.**

Declaration

Information collected and maintained as part of the student record is gathered under the authority of the *College and Institute Act*. Northern Lights College collects and uses this information for admission, registration, graduation, and other activities related to attending a public post-secondary institution in British Columbia. For more information, please contact the Office of the Registrar.

As part of Convocation, Northern Lights College publishes the names and credentials of graduates and may broadcast, record, photograph, or otherwise document Convocation ceremonies and related activities. Individual video clips and photographs may be taken as graduates cross the stage, and group photographs may also be captured. These images and recordings may be used by the College for promotional, marketing, and archival purposes. For more information, please contact the Director of Student Services.

By submitting this form, I acknowledge and agree that:

- The information I provide will be used to process my graduation request and facilitate my participation in Convocation.
- The graduation fee is non-refundable and non-transferable.
- I have read and understand the privacy notice outlined above.
- I understand that providing false or misleading information may be considered fraudulent and may result in appropriate action by the College.
- Student records are confidential and will not be released without the student's written consent, except where disclosure is authorized or required by law.

Signature: * _____ **Date:** * _____

Submission

Please ensure all required sections are completed, and any applicable fees have been paid or will be paid immediately after submitting this form.

Save a copy of the completed form before submitting it for your records.

- **Submit the completed form online** by emailing it to studenthelp@nlc.bc.ca.

OR

- **Print and submit the completed form in person** to Enrolment Services at any Northern Lights College campus.