



# REQUEST TO GRADUATE

Use this form to apply to graduate.  
See Page 2 for detailed instructions.

\* indicates a required field

<b>Student Information</b>	Legal last name *	First name *	NLC student number *	
	Daytime telephone number *		Birthdate (yyyy/mm/dd) *	
	Email address *			
	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 If no, why? _____			

<b>Credential Info</b>	Print your name EXACTLY as you wish it to appear on your parchment *	
	Full name of program you are applying to graduate from *	
	Level of program you are applying to graduate from ( <u>choose only one</u> ) *	Semester you completed or will complete your program *
	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Post-Degree Diploma <input type="checkbox"/> Associate Degree	<input type="checkbox"/> Fall 20____ <input type="checkbox"/> Winter 20____ <input type="checkbox"/> Other:_____
Do you need a Post-Graduate Work Permit support letter to be issued to you when your graduation is confirmed? (International students only) *		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable		

<b>Convocation &amp; Parchment</b>	<b>Convocation Ceremony</b>	
	NLC celebrates the achievements of its students through an annual Convocation Ceremony. Visit <a href="http://www.nlc.bc.ca/convocation">www.nlc.bc.ca/convocation</a> for more information.	
	<b>Parchment Delivery (choose only one) *</b>	
	All students who meet graduation requirements are issued one official NLC parchment.	
<input type="checkbox"/> <b>Option 1</b>	I would like my parchment issued to me at the annual Convocation Ceremony, usually held in June each year.	
<input type="checkbox"/> <b>Option 2</b>	I will pick my parchment up at the _____ campus when it is ready <ul style="list-style-type: none"> <li>• Photo ID is required for pick-up</li> <li>• We will contact you when your parchment is available to pick-up</li> </ul>	
<input type="checkbox"/> <b>Option 3</b>	I would like my parchment mailed to me when it is ready <ul style="list-style-type: none"> <li>• You must fill out your address details at the top of this form.</li> </ul>	

<b>Signature</b>	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.	
	_____	_____
	Student Signature*	Date*

By checking this box I agree to sharing my information for Alumni engagement.

<b>Campus Services Use Only</b>	
<input type="checkbox"/> Ensure form is complete (all required fields are filled out)	<input type="checkbox"/> Upload to BORIS
<input type="checkbox"/> Update email and mailing address in Colleague if applicable	<input type="checkbox"/> Notify Student Records

# REQUEST TO GRADUATE

If you are in an Academic, Vocational, or Trades program at NLC use this form to apply to graduate. All required fields on this form must be completed; incomplete requests will result in processing delays.

Apprentices completing one or more levels of technical training do not need to complete this form.

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## How to submit:

- Scan and email your completed form to Student Records at [records@nlc.bc.ca](mailto:records@nlc.bc.ca)
- Or hand in in-person at any Campus Services office

Once you submit your completed form, allow at least 15 business days for processing. Rush requests are not permitted.

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## What happens next:

- 1) After you submit your graduation request, your student record will be evaluated to confirm completion of your program requirements. Allow 15 business days for processing.
  - 2) **If all requirements have been completed:**
    - Congratulations, you are an NLC graduate!
    - Your student record will be updated to note that you have graduated.
    - Within 15 business days, you will be sent an email notification from Student Records confirming your graduation.
    - Within 15 business days, your PGWP support letter will be emailed to you (international students only).
    - Parchment delivery, based on the option you selected on your form:
      - Option 1 = it will be issued to you at the annual Convocation Ceremony
      - Option 2 = you will be contacted when it is ready for you to pick up (allow at least 15 business days)
      - Option 3 = it will be mailed to you (allow at least 15 business days, not including mailing time)
    - Any “hold for graduation” official transcript requests you submitted will be processed.
  - 3) **If some requirements are in progress (your classes aren't yet finished):**
    - Your graduation status is pending the successful completion of your currently registered course(s). You won't hear from us immediately.
    - We will automatically evaluate your application after the semester has ended and final grades have been submitted. Allow up to 15 business days after that time for final results of your request to graduate.
  - 4) **If you are not eligible to graduate:**
    - You will be sent an email to let you know and provide information about the reasons you don't yet meet the requirements.
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Visit [www.nlc.bc.ca/graduation](http://www.nlc.bc.ca/graduation) for more information