

Receipt of this completed form (from your department to the GSO) by the deadline indicated below, acknowledges your intention to graduate and completion of all degree requirements (for programs with a thesis, completion includes submission and approval from the GSO of the thesis in UWSpace). A fee refund may be initiated if applicable (see Graduate Studies Calendar-Fees and Registration-Program Completion, Withdrawals and Refunds). Students must graduate at the ceremony immediately following completion of their degree requirements.

Spring Convocation: April 30 [for students degree completing in the Fall (Sept-Dec) and Winter (Jan-April) terms]

Fall Convocation: August 31 [for students degree completing in the Spring (May-August) term]

Section 1: To be completed by Student

- Students who have completed all program requirements must submit this form to their department to initiate a formal review and verification of their program completion status and approval to graduate.
- *Note: Students should review and update address information for diploma mailing, and Quest e-mail accounts as e-mail is used to convey convocation information.*
- *A professional photographer will be taking your picture at convocation. If you attend the convocation ceremony, complimentary proofs will be mailed to your mailing address in Quest. Signing this form authorizes the use of your name and address for this purpose. You can opt out of receiving the photo proofs by submitting a written letter to the Director of Convocation, Office of the Registrar, University of Waterloo, Waterloo, ON N2L 3G1.*

UW ID Number _____ Convocation Spring or Fall Year _____

Email (review your Quest information) _____ Phone Number Area Code (_____) _____

Review your name on Quest as the name appearing on your Quest account is the name which will appear on your graduation diploma. You must attach official name change documentation to this form if you wish to alter the way in which your name appears on your official academic record/diploma. The [Change of Name form](http://www.registrar.uwaterloo.ca/forms/ChangeOfName.pdf) is located at: www.registrar.uwaterloo.ca/forms/ChangeOfName.pdf

Print your name below as it appears in Quest. (Use *upper and lower case letters* and add any appropriate accents, hyphens, apostrophes or spaces.)

 Surname (Family Name)

 Given Name(s)

Phonetic name pronunciation _____

Department/School _____ Co-operative Program Yes No Academic Program (discipline) _____

Degree	<input type="checkbox"/> MA <input type="checkbox"/> MAcc <input type="checkbox"/> MActSc <input type="checkbox"/> MAES <input type="checkbox"/> MArch <input type="checkbox"/> MAsc <input type="checkbox"/> MBET <input type="checkbox"/> MCT <input type="checkbox"/> MEB <input type="checkbox"/> MEng <input type="checkbox"/> MES
	<input type="checkbox"/> MFA <input type="checkbox"/> MMath <input type="checkbox"/> MMSc <input type="checkbox"/> MMT <input type="checkbox"/> MPH <input type="checkbox"/> MPS <input type="checkbox"/> MSc <input type="checkbox"/> MTax <input type="checkbox"/> MTS <input type="checkbox"/> PhD
Graduate Diploma	<input type="checkbox"/> Business Information Technology <input type="checkbox"/> Information Systems Assurance <input type="checkbox"/> Taxation <input type="checkbox"/> Electric Power Engineering <input type="checkbox"/> Cognitive Science
Graduate Certificate (if applicable)	1) _____ 2) _____ 3) _____

Signature of Student: _____ Date: _____

Section 2: For Department Use Only - Confirmation of Degree Completion and Approval to Graduate

Please check that the attached transcript indicates the following:
 (Incomplete forms will be returned to the department)

- All courses counting towards a degree/diploma/certificate - marked (in green ink) with "M" for master's; "D" for doctoral; "GDip" for graduate diploma; "GC" for Graduate Certificate. [Note: All courses taken during a degree program but not used towards the degree will be marked as extra (XTRA) and will not count in the degree GPA.]
- All program milestones (displayed on the transcript as completed) or appropriate completion documentation attached.
- All marks appearing for courses counting (no INC or FTC grades) or appropriate documentation attached. (Grade Revision Forms, etc.)
- Check to confirm Graduate Certificate (s) or Graduate Diploma to be awarded as indicated above.
- If degree program includes a thesis, approve (sign below) only if you have verified that the thesis has been submitted and approved by the GSO through UWSpace:
 Date of Approval: _____

Signature of the Supervisor (If applicable) _____ Date: _____

Signature of Department Graduate Officer/Associate Chair: _____ Date: _____

For GSO Use Only:

Program Completion Date: _____ Last Term Registered _____ Scholarships/Awards Review Date: _____