



REQUEST TO GRADUATE

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

* Indicates a required field

Student Information	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? Yes No If no, why? _____

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 *	
	Level of program you are applying to graduate from, please choose one *	Semester you completed or will complete your program *

Certificate Diploma Post-Degree Diploma Associate Degree
 Fall 20 _____ Winter 20 _____ Other: _____

Other Graduation Documents	Do you need an Official Transcript to be issued to when your graduation is processed? Official Transcripts will be delivered the same method as parchments. *
	<input type="checkbox"/> Yes <input type="checkbox"/> No # of copies _____ \$10.50 + GST per copy
Other Graduation Documents	Do you need a Post Graduate Work Permit support letter to be issued once your graduation has been processed?
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

Document Delivery	Please choose one delivery option *	
	All students who meet graduation requirements are issued one official NLC parchment.	
	<input type="checkbox"/> Option 1	I will pick my parchment up at the _____ campus when it is ready <ul style="list-style-type: none"> • Photo ID is required for pick-up • We will contact you when your parchment is available for pick-up
<input type="checkbox"/> Option 2	I would like my parchment mailed to me when it is ready <ul style="list-style-type: none"> • 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. 	

Signature	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.	
	Signature: *	Date: *

By checking this box, I agree to share my information for Alumni engagement

Campus Services use only	
<input type="checkbox"/> Ensure form is complete, all required fields are filled out <input type="checkbox"/> Update student's contact information in Colleague, if applicable	<input type="checkbox"/> Regular delivery official transcript payment processed, if applicable <input type="checkbox"/> Form uploaded to Boris <input type="checkbox"/> Notify Student Records

Request to Graduate

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

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

- Scan and email your completed form to Campus Services at studenthelp@nlc.bc.ca
- OR
- In-person at any campus services locations

Your student record will be evaluated to confirm completion of your program requirements. After the semester has ended and the final grades have been submitted, please allow 15 business days for processing. Rush requests are not permitted.

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 official transcript will be sent by regular delivery method, based on the selection on this 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.

Visit <https://www.nlc.bc.ca/schedule/graduation-regulations/> for more information.