International Student Graduation Application Form (Regular Studies)
REGISTRAR & ENROLMENT SERVICES

Application deadline is **February 1.**

IMPORTANT INFORMATION

APPLICATION FEE
The application fee is $55.00 (non-refundable). The application fee includes the processing of the graduation application and if eligible to graduate, an expedited confirmation of eligibility to graduate letter that can be used to support a Post-Graduation Work Permit application. Graduation applications received after the February 1 deadline will be charged an additional $25.00 late graduation application fee. The last day to submit a late graduation application to ensure processing is completed in time to participate in the annual convocation ceremony, held in June, is March 15. Applications received after   March 15 may not be processed in time for June Convocation.

MULTIPLE CREDENTIALS
You must complete a separate application form for each credential. A minimum of 50% of credits applied to the second credential of the same level must be new courses. See Credential Regulations.

ELIGIBILITY
It is your responsibility to ensure that you have met all of your credential requirements. Please ensure that you have registered for your final classes before submitting your application for graduation. If you are not eligible for graduation, a letter will be issued stating the reasons why. If your application is pending successful completion of your currently registered course(s), there will be no correspondence until we re-evaluate your application after the semester has ended. If your application is approved, a graduation confirmation letter will be issued. Once your application has been approved, there will be a notation on your transcript indicating the program and completion semester.

STUDENT RECORD
If you are not currently officially declared into the program you wish to graduate from, the program on your student record may be changed to match the credential awarded.

TRANSFER CREDIT
To qualify for a credential from Langara College, students are required to complete a minimum of 50% of course credit at Langara College. Please refer to Policy No. F1001, Credentials, for the course credit requirements of your program. All courses and credits required (including transfer credits from other institutions) for your credential must be on your Langara transcript before **April 30** to be considered for convocation in June. Requests for transfer credit to be used towards graduation requirements must be submitted, along with official transcripts, a minimum of eight weeks prior to the end of the semester in which you will be graduating.

GRADUATION EXEMPTION
Graduation Exemption is intended for students who wish to graduate and require an exemption from the standard requirements of the program and/or College policy. Requests for graduation exemptions can take up to three months to complete.

CONVOCATION CEREMONIES
Convocation will take place in June. Specific ceremony dates and times will be posted on langara.ca/convocation when they become available. Students completing a micro-credential are not eligible to attend convocation.

PARCHMENTS
Where graduation application deadlines are adhered to, parchments are issued approximately three months following the program completion semester.

HOLDS ON YOUR ACCOUNT
Parchments will not be released if fees or fines are owed to the College.

CREDENTIAL POLICY AND REGULATIONS
Credential Policy and Regulations are available online at langara.ca/registration-and-records/graduation/credential-policy/index.html.

USE OF INFORMATION
Unless otherwise notified in writing, your name, address, phone number, preferred email address, credential received, and year graduated will be provided to College Advancement and Alumni Relations. Your name will also be published in the convocation program.

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I am an international student: ☐ Yes   ☐ No

Langara ID: _____

Last or family name: _____

First or given name(s): _____

Email: _____

Phone: _____

☐ I understand my parchment will be printed with my name as it appears on my Langara record.
Students who wish to include a preferred name on their parchment can email gradeval@langara.ca with a request. Preferred names are displayed in brackets as *First Name (Preferred Name) Middle Name Last Name*.

☐ I understand my parchment will be mailed to the address as it appears in the Student Information System in the event I do not pick it up at the Registrar & Enrolment Services office.

☐ I have verified that my address is correct in the Student Information System.

CREDENTIAL INFORMATION

☐ Post-Degree Diploma   ☐ Post-Degree Certificate   ☐ Bachelor Degree   ☐ Associate of Arts Degree

☐ Associate of Science Degree   ☐ Diploma   ☐ Certificate   ☐ Citation   ☐ Micro-credential

Program name: _____   Co-op: ☐ Yes ☐ No

Last program course will be/was completed in: ☐ Spring (Jan–Apr) ☐ Summer (May–Aug) ☐ Fall (Sep–Dec)   Year: _____

TRANSFER CREDIT

☐ I have no transfer credit and have taken all my required courses for graduation at Langara College.

☐ I have transfer credit. All of my required courses for graduation have been transferred and appear on my Langara transcript.

☐ I have submitted/will submit my transfer credit request form. Hold my graduation application until my transfer credit request is complete.

CONFIRMATION OF GRADUATION ELIGIBILITY LETTER

Students will receive a prioritized letter confirming their eligibility to graduate. This letter will be emailed by the 15th of the month following the semester they complete their final graduation requirements. This letter is intended as proof of graduation to be used in support of a Post-Graduation Work Permit application.

DECLARATION OF APPLICANT

By submitting the information I have entered on this application, I certify that a) I am the person named in the Student Information section above, and b) the information I have submitted is true, correct, and complete.

Langara College contracts with various external companies to assist with convocation ceremonies, such as ticketing, photography, and regalia. The College may share some of your personal information with these companies only for the purpose of producing the event, and in compliance with the BC Freedom of Information and Protections of Privacy Act. Unless you notify the College otherwise in writing (gradeval@langara.ca), this information may be shared with our contracted vendors for the purpose of facilitating participation in your convocation ceremony.

OFFICE USE ONLY

Program:						Date	Initial		Date	Initial
Major/Concentration:	SPAIDEN ☐	SHADEGR ☐	GP ☐				PA ☐			
Completed:	SMARQCM ☐	SFAREGS ☐	PF ☐				AP ☐			
Final CGPA:	SHARQTC ☐	IP Checked ☐	PT ☐				GR ☐			
Distinction GPA: ☐ DSTCT entered	SZRTRSP ☐	☐	PH ☐				NE ☐			
COMMENTS:							Verification:			
							Letter Sent:			

Catalog Date: _____

SUBMIT COMPLETED FORM WITH CORRECT FEE
• In person with cheque, Visa, or Mastercard: Registrar & Enrolment Services Office (T Building)
• By mail with cheque: Payable to Langara College. Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6
• Online at feeportal.langara.ca (search for International Student Graduation Application - Regular Studies)

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