



APPLICATION FOR GRADUATION

**SASKATCHEWAN POLYTECHNIC
Moose Jaw Campus**
Saskatchewan St and 6th Ave NW
PO Box 1420
Moose Jaw SK S6H 4R4
Fax 306-691-8578
RegInbox.Moosejaw@saskpolytech.ca

**SASKATCHEWAN POLYTECHNIC
Prince Albert Campus,
Technical Building**
PO Box 850
Prince Albert SK S6V 5S4
Fax 306-765-1838
RegInbox.Princealbert@saskpolytech.ca

**SASKATCHEWAN POLYTECHNIC
Regina Campus**
4500 Wascana Pky
Regina SK S4S 5X1
Fax 306-775-7760
RegInbox.Regina@saskpolytech.ca

**SASKATCHEWAN POLYTECHNIC
Saskatoon Campus, Idylwyld Dr.**
1130 Idylwyld Dr N
PO Box 1520
Saskatoon SK S7K 3R5
Fax 306-659-4067
RegInbox.Saskatoon@saskpolytech.ca

SUBMIT THIS FORM IF YOU HAVE COMPLETED ALL THE COURSES REQUIRED TO GRADUATE FROM YOUR PROGRAM AND WANT TO BE AWARDED THE CREDENTIAL—AND YOU ARE:

- a student who has been admitted or re-admitted to a program that is delivered part time - graduation fee is not required
- a student who has not been admitted to a program (ie. unclassified) - graduation fee is required

Call our toll-free number 1-866-467-4278 and ask for Enrolment Services to provide your payment.

Note: If you are registered in your final course(s), to be eligible to attend Spring Convocation, you must complete the course(s) by August 31. (Example; to attend Spring Convocation 2019, the final course must be completed by August 31, 2019).

STUDENT INFORMATION

Surname (last name)	Former Name (if applicable)	
First and Middle Names	Date of Birth (Day, Month, Year)	
Saskatchewan Polytechnic Student Number	Social Insurance Number (SIN) Your SIN may be required for tax exemptions and income tax receipts	
Apt. Number, Street, Box Number	City or Town	Province
Telephone (Home) (Area code required)	Country	Postal Code
Program Name		
Completion date of last course		

* Would you like us to update the address in our system? Yes No

DECLARATION

It is my understanding that I have completed all the courses required for graduation.

Consent to Use and Disclose Personal Information: In accordance with *The Saskatchewan Polytechnic Act* ("the Act") and *The Local Authority Freedom of Information and Protection of Privacy Act* ("LAFOIP"), Saskatchewan Polytechnic collects, uses and discloses Personal Information to perform its duties under the Act; as permitted by LAFOIP; for administrative, marketing, financial and statistical purposes; academic programming; academic or other student counselling; taxation; determination of eligibility for benefits; development and alumni operations; providing access to services offered by Saskatchewan Polytechnic; to fulfill Saskatchewan Polytechnic's reporting obligations to federal and provincial governments; external placements that occur as part of your program; and email communications relating to marketing or promotion, market research, or user surveys about programs, services and products offered by Saskatchewan Polytechnic.

For further reference, see our Privacy Statement online (saskpolytech.ca) or contact Saskatchewan Polytechnic's Privacy Head (by mail at: 400-119 4th Ave S, Saskatoon SK S7K 5X2 or by email at: privacyhead@saskpolytech.ca).

Acknowledgment: In signing this form, I acknowledge my consent to Saskatchewan Polytechnic's collection, use and disclosure of my personal information, as outlined above. I hereby certify that all the information on this form is true and complete. I understand that false information may result in cancellation of my admission or status as a registered student. I agree that any misrepresentation by me may be shared with other post-secondary institutions. I agree to abide by Saskatchewan Polytechnic rules and regulations, including payment of fees.

Student Signature _____

Date _____

FOR FINANCE USE ONLY Date Payment Received: _____ Amount: _____ Receipt #: _____

FOR ENROLMENT SERVICES USE ONLY

Completion document: Certificate of Achievement Applied Certificate Certificate Advanced Certificate
 Post-Graduate Certificate Diploma Advanced Diploma Degree

Confirmed eligible by Program Head:* _____
Signature *Required if program course(s) taken beyond the 5-year limit

Confirmed eligible by Enrolment Services: _____

Signature _____

Date _____

Awarded Date _____

Reason Denied: _____

FOR ENROLMENT SERVICES USE ONLY

- Compliance
- Awarding
- Honors
- Grad List
- Transcripts
- Parchment
- Mailed