

# Late Application to Graduate Request (for Spring or Fall Convocation)

Faculty of Engineering &  
Applied Science Student  
Services Office



Submit by email to:  
engineering.committees@queensu.ca

Information about convocation dates can be found at <http://www.queensu.ca/registrar/convocation/ceremonies>

**Fillable Form.. Please ensure that ALL sections of the form are completed.**

<p>Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student's file, will be used to process this request, and will be shared with Queen's personnel who need the information to perform their duties. If you have any questions about the information collected or how it will be used, please contact the Freedom of Information and Protection of Privacy Coordinator, Faculty of Engineering and Applied Science, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.</p>			
Personal Information	Last Name:	Full Names (First and Middle Names):	Student Number:
	Street Address:		City:
	Province:	Postal Code:	Queen's Email Address:
	Hometown:	Program and Option:	Phone Number:
	<p>IMPORTANT: Please indicate whether you will be attending the ceremony:  <input type="checkbox"/> Yes, I will be attending*    <input type="checkbox"/> No, I will not be attending**</p> <p>* Please note that students added to the degree list late may not have his or her name appear on the convocation program and may not receive his or her diploma at the convocation ceremony. In the event that a student does not receive his or her diploma at the convocation, he or she will receive an empty tube at the ceremony and the diploma will be mailed to the current address in SOLUS approximately a month after the convocation ceremony.</p> <p>** Please note that a student who is not attending convocation will have his or her diploma mailed to the address listed on SOLUS approximately a month after the convocation ceremony.</p>		
Student Signature:		Date:	
Payment Info	<p>PLEASE NOTE: No form will be accepted without accompanying administrative fee (\$60.00 paid via credit card*, or cheque, money order, made payable to Queen's University). *Credit card payments can be made on-line at <a href="http://forms.engineering.queensu.ca">http://forms.engineering.queensu.ca</a></p>		
	Payment Included:	Method of Payment:	Cheque No. (to be completed by Faculty Office)
To be completed by your Department	<p><b>Engineering and Applied Science Undergraduate Chair:</b> Has this student met all of the degree requirements for his/her program?                  Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Further Comments (please use the back of this form, if necessary):</p>		
	Signature of Undergraduate Chair:		Date:
For Faculty Office Use Only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Student added to the Faculty of Engineering and Applied Science Degree List on:	
	Degree List Coordinator Signature:		Date: