VANCOUVER COMMUNITY COLLEGE

Application for Graduation
Centre for Continuing Studies

Please submit to the Continuing Studies Office, Room 203 or email to continuingstudies@vcc.ca.

Full-time and part-time students must complete this form to determine if all credential requirements have been met.

- This form must be submitted **two (2) weeks** before completing your program.
- A graduation fee is applied to all students taking courses/programs which lead to a credential. Proof of payment must be provided at time of submission. Cohort students will have this fee included the their final term's tuition invoice.
- All courses and credits required (including transfer credits from other institutions) must be on your VCC transcript to be considered as qualifying for graduation.
- The name on the credential will be taken from VCC student records. Requests for variations from this must be supported by an official document.

Personal information

Student ID

Last name (family name) .... First name ....

Address ....

City .... Province .... Postal code ....

Phone .... Email ....

☐ **Mail** Diploma/Certificate to the above address   ☐ **Hold** Diploma/Certificate for pick up

Signature .... Date ....

Program information

Expected date of program completion (MM/YYYY): ....

I am applying for a: ☐ Diploma   ☐ Certificate   Short Certificate

Program name: ....

Payment

☐ Cheque Enclosed *(for mail submissions only)*   ☐ Receipt Enclosed *(see next page for instructions)*

☐ No Cost *(for students who started their program before April 1, 2023)*

VANCOUVER COMMUNITY COLLEGE

Application for Graduation
Centre for Continuing Studies
(Continued)

Downtown campus
250 West Pender St.,
Vancouver, B.C. V6B 1S9

p: 604.443.8484
f: 604.443.8393
e: continuingstudies@vcc.ca

www.vcc.ca/cs

Proof of online payment

In order to avoid delays, we require that you submit proof of payment with your application for graduation.
Payment may be made in the following ways:

1) Online payment with credit card: Login to your student account at vcc.ca/cs and go to the Special Request section of your Student Portal. Add the graduation request fee to your shopping cart and complete the checkout process.

2) Phone or in-person payment: Call or visit the Continuing Studies registration office at the above phone number or address and pay with debit, credit, cash, or cheque.

When you have completed your payment, send your receipt as well as your filled in graduation application form to continuingstudies@vcc.ca.

Students in cohort programs will have this fee already included with the final term's tuition invoice. If you are in such a program, please check your account history to ensure you have already paid. You will not need to make another payment.

CS Office use only

☐ No funds outstanding ☐ Graduation fee paid

Graduation **approved** ☐

....
Program coordinator | Date (DD/MM/YYYY)

....
Name of credential to be granted | Date on credential (MM/YYYY)

....
Return to program assistant by (DD/MM/YYYY) | Mailed (DD/MM/YYYY) | Awarded (DD/MM/YYYY)

Graduation **denied** ☐

....
Reasons