

Graduation Application

Strategic Enrolment Services

Oshawa Campus

2000 Simcoe Street North, Oshawa, ON L1H 7K4
convocation@durhamcollege.ca
Tel: 905-721-3000

Whitby Campus

1610 Champlain Avenue, Whitby, ON L1N 6A7
convocation@durhamcollege.ca
Tel: 905-721-3300

If you require an alternate set-up of this form email oshawaenrolmentservices@durhamcollege.ca

PERSONAL IDENTIFICATION		
First name	Last name	Student ID
Date of birth (mm-dd-yyyy)	Phone number	Email

1. This form is for Continuing Education students or students who are off-track in their program. Full-time post-secondary students will apply through MyCampus during the application period.
2. Your name will be printed on your credential as it appears in your official records (max. 26 characters).
3. No credential will be prepared unless this application has been submitted to Strategic Enrolment Services.
4. It is your responsibility to ensure you have met all program requirements for graduation.
5. All borrowed equipment, books, or other items must be returned, and all outstanding fees must be paid.
6. Ensure your CE program is eligible to attend the convocation ceremony.

GRADUATION REQUIREMENTS	Fee
Choose <i>one</i> option from <i>each</i> list that applies to you:	
<input type="checkbox"/> I am a full-time student in a Diploma/Certificate program <input type="checkbox"/> I am a Continuing Education student in a Diploma/Certificate/Board Approved Certificate program <input type="checkbox"/> I am a Continuing Education student in a Recognition of Achievement program	No fee* \$35.51 No fee
Program	
<i>I completed a:</i> <input type="checkbox"/> 1-year certificate program <input type="checkbox"/> 2-year diploma program <input type="checkbox"/> Continuing Education program <input type="checkbox"/> 1-year graduate certificate <input type="checkbox"/> 3-year diploma program <input type="checkbox"/> Other: _____	

* The graduation fee is assessed in the first semester of a full-time program. If you did not pay this fee when you started your program, you will be charged \$35.51 to have this application processed.

CONVOCATION CEREMONY OPTIONS
Choose <i>one</i> of the following options:
<input type="checkbox"/> I am attending convocation. (Please fill in the Attending Convocation Ceremony Information on page 2. If you are a student with a disability and require any accommodation, contact convocation@durhamcollege.ca). <input type="checkbox"/> I am unable to attend convocation and request my credential be mailed after the ceremony. (A \$10.00*** mailing fee applies, and credential will be sent to the address listed below. If your address has changed, please update through MyCampus). <input type="checkbox"/> I am unable to attend convocation and will pick up my credential at Enrolment Services in the Student Services building at the Oshawa campus (available one week after the graduation ceremony).

Number of guests	If you are attending convocation, please indicate your gown size (refer to the chart on the below):							
	<input type="checkbox"/> 42	<input type="checkbox"/> 45	<input type="checkbox"/> 48	<input type="checkbox"/> 51	<input type="checkbox"/> 54	<input type="checkbox"/> 57	<input type="checkbox"/> 60	<input type="checkbox"/> 63
Select the appropriate charge:								
<input type="checkbox"/> Graduation fee (\$35.51) <input type="checkbox"/> Mailing fee (\$10.00***) <input type="checkbox"/> Both (\$45.51***)								
Student signature					Date submitted			

***Shipped via Purolator. HST included on service charges (HST #107270969RT0001)

Important: See page 2 of this form for a gown-sizing chart and payment options.

GOWN-SIZING CHART		
Gown size	Height (feet & inches)	Height (centimetres)
42	4'9" - 4'11"	144-150 cm
45	5'0" - 5'2"	151-158 cm
48	5'3" - 5'5"	159-166 cm
51	5'6" - 5'8"	167-173 cm
54	5'9" - 5'11"	174-181 cm
57	6'0" - 6'2"	182-188 cm
60	6'3" - 6'5"	189-195 cm
63	6'6"	196-201 cm

PAYMENT OPTIONS

Payment options for submitting in person include credit, cash, Interac, certified cheque, or money order (payable to "Durham College"). Please note that we do not accept cash payments greater than \$500, or personal cheques. If submitting by email, please complete the credit card payment section below:

Cards accepted: ☐ Visa ☐ MasterCard ☐ American Express ☐ Diners Club ☐ Discovery

Credit card number

Expiry date

Cardholder's name

Cardholder's signature