

# Application to Graduate with a Certificate

**NOTES**

Submit the completed application to the academic unit offering the certificate program.

- Application Deadlines:** February Convocation – November 15; June Convocation – February 28; October Convocation – July 31
- It is the University's policy to **use your full legal registered names**, as listed on the Student Information System, on your diploma. Any requests to change a name, by means of alteration or deletion, substitution or addition, must be accompanied by a Name Change Form and appropriate supporting documentation.

## Student Information (please print)

Student Number		
Student's Full Name. See note #2.		
Home Faculty	Telephone	E-mail
Convocation Ceremony (check one). See note #1.		
<input type="checkbox"/> June _____ (year)	<input type="checkbox"/> October _____ (year)	<input type="checkbox"/> February _____ (year)

## Certificate Information

What certificate(s) are you requesting? (For a list of certificates go to <a href="http://calendars.registrar.yorku.ca">calendars.registrar.yorku.ca</a> )	
What type of certificate are you requesting?	<b>NOTES</b>
<input type="checkbox"/> Concurrent (Certificate AND Degree) $\implies$	Some certificate programs are offered <b>concurrently</b> with an undergraduate degree program. Both the certificate and degree requirements must be completed prior to convocation. Concurrent certificates will not be granted retroactively.
<input type="checkbox"/> Stand-alone (Certificate only) $\implies$	Some certificate programs are <b>stand-alone</b> and do not have to be completed concurrently with an undergraduate degree.

## Students requesting a certificate AND a degree

If you are requesting a certificate AND a degree, complete the degree information below and apply to graduate from the degree program at [yorku.ca/mygrad/](http://yorku.ca/mygrad/)

Degree type:						Graduating Program of Study (check one):	
<input type="checkbox"/> BA	<input type="checkbox"/> BBA	<input type="checkbox"/> BEng	<input type="checkbox"/> BFA	<input type="checkbox"/> BPA	<input type="checkbox"/> BSc (Tech)	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Specialized Honours
<input type="checkbox"/> iBA	<input type="checkbox"/> IBBA	<input type="checkbox"/> BEd	<input type="checkbox"/> BHRM	<input type="checkbox"/> BSc	<input type="checkbox"/> BScN	<input type="checkbox"/> Honours	<input type="checkbox"/> Honours Major/Minor
<input type="checkbox"/> BAS	<input type="checkbox"/> BDes	<input type="checkbox"/> BES	<input type="checkbox"/> BHS	<input type="checkbox"/> iBSc	<input type="checkbox"/> BSW	<input type="checkbox"/>	<input type="checkbox"/> Honours Double Major

Protection of Privacy: Personal information in connection with this application is collected under the authority of *The York University Act, 1965* to process your application to graduate. Should York University assess you as eligible to graduate, the information will be used to include you as a member of Convocation; to prepare the Convocation Roll, program and other graduation publications and announcements; for statistical and administrative purposes; and to register you as a member of York University Alumni Association (YUAA). Personal information will be disclosed to certain organizations with which York University has an arrangement for special services at Convocation (such as but not limited to robe rentals) so that they may provide those services to you at graduation ceremonies.

In addition, the information on this form and other information held by York University will be disclosed to YUAA to inform you about the benefits of York University and YUAA career, educational and social programs; to provide you with information about alumni products and services; to facilitate alumni participation in university research projects, alumni surveys and fundraising and development activities; and to administer elections for York University and YUAA governing bodies. York University and YUAA may also disclose this information under confidentiality agreements to outside organizations or agencies solely to contact you by mail or telephone on behalf of York University or YUAA regarding products and services offered by outside organizations or agencies. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Registrarial Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.

If you do not wish to receive information about or to participate in these additional programs and services offered by YUAA, you can opt-out by e-mail at [alumni@yorku.ca](mailto:alumni@yorku.ca), on the web at [alumniandfriends.yorku.ca/](http://alumniandfriends.yorku.ca/) or by telephone at 1-866-876-2228. See also: [alumniandfriends.yorku.ca/about-us/policies/](http://alumniandfriends.yorku.ca/about-us/policies/)

**NOTE: by completing this form you consent to the use and disclosure of your personal information by York University as noted above.**

Student's Signature	Date (dd/mm/yy)
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<b>Registrar's Office Use Only</b>	
Certificate Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Faculty Rep: _____
Checked: <input type="checkbox"/> Name <input type="checkbox"/> Faculty <input type="checkbox"/> Program	Input Date _____ Initial _____