

Application to Graduate with a Certificate

Student Information (please print)		
Student Number	Last Name/Family Name	Given Name(s)
Telephone	E-mail	Home Faculty
Keep your information up-to-date! Make sure we have your current contact information. Visit My Personal Info on the My Student Records section of the Current Students Web site at www.yorku.ca/yorkweb/currentstudents/mystudentrecords		
Convocation Ceremony (check one and enter year) (see note #1) <input type="checkbox"/> June 20____ <input type="checkbox"/> October 20____		

Notes:

1. Submit the completed application to the academic unit offering the certificate program.
2. Application deadlines: June Convocation – January 31; October Convocation – July 31.
3. It is the University's policy to use the full legal registered names of students, as listed on the Student Information System, on the 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.

Certificate Information

What certificate(s) are you requesting? (A list of certificates is available online at www.registrar.yorku.ca/degrees/certificates.htm)

Some certificate programs are offered **concurrently** with an undergraduate degree program. Both the certificate and degree requirements must be completed prior to convocation. Concurrent certificates will not be granted retroactively.

Some certificate programs are **stand-alone** and do not have to be completed concurrently with an undergraduate degree.

What type of certificate are you requesting? Stand-alone (Certificate only) Concurrent (Certificate AND Degree)

Students requesting a certificate AND a degree

Students requesting a certificate AND a degree must complete the degree information below and apply to graduate from the degree program at www.yorku.ca/mygraduation

Degree Type

<input type="checkbox"/> BA	<input type="checkbox"/> iBA	<input type="checkbox"/> BAS	<input type="checkbox"/> BASc	<input type="checkbox"/> BBA	<input type="checkbox"/> BDes	<input type="checkbox"/> BEd	<input type="checkbox"/> BES
<input type="checkbox"/> BFA	<input type="checkbox"/> BHRM	<input type="checkbox"/> BHS	<input type="checkbox"/> BSc	<input type="checkbox"/> iBSc	<input type="checkbox"/> BSc (Tech)	<input type="checkbox"/> BScN	<input type="checkbox"/> BSW

Graduating Program of Study

<input type="checkbox"/> Bachelor	<input type="checkbox"/> Honours	<input type="checkbox"/> Specialized Honours	<input type="checkbox"/> General Honours (GL and AK pre-2009 only)
<input type="checkbox"/> Honours Major/Minor	<input type="checkbox"/> Honours Double Major	<input type="checkbox"/> Combined Honours	

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, Student Client 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, on the Web at www.yorku.ca/alumni/updateyourinfo or by telephone at 1-866-876-2228. See also www.yorku.ca/alumni/communications/privacypolicies.htm

NOTE that 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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Office Use Only

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: _____ Initials: _____