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

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

Please print NEATLY. Please ensure that ALL sections of the form are completed.

**Faculty of Engineering & Applied Science Student Services Office**

Submit to: Rm 300, Beamish-Munro Hall
Fax: 613-533-2721

<table>
<thead>
<tr>
<th>Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Full Given Names (First and Middle Names):</td>
<td></td>
</tr>
<tr>
<td>Student Number:</td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>Province:</td>
<td></td>
</tr>
<tr>
<td>Postal Code:</td>
<td></td>
</tr>
<tr>
<td>Queen’s Email Address:</td>
<td></td>
</tr>
<tr>
<td>Hometown:</td>
<td></td>
</tr>
<tr>
<td>Program and Option:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT:** Please indicate whether you will be attending the ceremony:

- [ ] Yes, I will be attending*
- [ ] No, I will not be attending**

* 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.

** 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.

Student Signature:  
Date:  

**Payment Info**

PLEASE NOTE: No form will be accepted without accompanying administrative fee ($60.00 cheque, money order, debit or credit card* made payable to Queen’s University). *debit and credit card payments must be done in person at the Faculty Office (RM 300, BMH)

Payment Included:  
Method of Payment:  
Cheque No. (to be completed by Faculty Office):  

**Engineering and Applied Science Undergraduate Chair:** Has this student met all of the degree requirements for his/her program?

- [ ] Yes  
- [ ] No

Further Comments (please use the back of this form, if necessary):

Signature of Undergraduate Chair:  
Date:  

**To be completed by your Department**

For Faculty Office Use Only

- [ ] Approved  
- [ ] Denied

Degree List Coordinator Signature:  
Date:  

---

Y:\Forms\Late Application to Graduate.indd  
Last Updated: October 6, 2016