

Telephone: 416.764.9900  
Email: [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca)  
Important Academic Dates: [senecapolytechnic.ca/registrar/dates](http://senecapolytechnic.ca/registrar/dates)

# Seneca

## Graduation Application



Submit your completed form to [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca) by the deadline:  
• Fall Term: December 15 • Winter Term: April 15 • Summer Term: August 15

### NAME TO APPEAR ON CREDENTIAL:

First Name (Upper **and** lower case. Example: Mary-Jane)

Optional: Middle Name(s) or Middle Initial(s)

Last Name (Upper **and** lower case. Example: Mc Adams)

Program Requested for Graduation

Student ID Number

Street Address

Apt./Unit No.

City/Town

Postal Code

Province

Country

( )

Preferred Phone Number

Seneca Email Address

Personal Email Address (required for shipping)



**If you need a Graduation Letter to verify that you have graduated from Seneca, please complete a Graduation Letter Application Form.**

Are you: Full-Time  
Part-Time

Are you an international student?

No Yes (Application for post-graduation work permit, must be submitted to IRCC within 180 days of the release of final official grades)

**Note:** Students graduating from the Faculty of Continuing Education Program, or a Non-Post Secondary Program will be charged a \$54.47 Student Achievement and Records fee. Applications submitted by email can be paid via Student Home within 5 business days.



- You can monitor your graduation status in Student Home, select "Academic Records", then select "View Graduation Status".
- Eligible graduates will receive an email notification approximately 4 to 6 weeks after end of term.
- For delivery of your credential, your courier address must be updated under "View Graduation Status".

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information on this form is collected in accordance with sections 21, 39 and 49 of the *Freedom of Information and Protection of Privacy Act* and under the legal authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, and the *Ontario Colleges of Applied Arts and Technology Act*, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at 416.764.0400 or email [privacyoffice@senecapolytechnic.ca](mailto:privacyoffice@senecapolytechnic.ca).

**Notice to Full-time Students ONLY:** Six months after graduation, you will be contacted through the Ministry of Training, Colleges and Universities and asked if you will be willing to participate in a survey that is conducted annually to assess the performance of all Ontario Colleges of Applied Arts and Technology. The survey tabulates and reports data on graduation rate, graduate employment and satisfaction, and employer satisfaction.

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY:

CONVOCATION FEE PAID?

YES  NO

CHECK THE FOLLOWING:

NAME:  ADDRESS:  PHONE NUMBER:  EMAIL(S):

PROGRAM CODE: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_

DATE: \_\_\_\_\_