PREVIOUS GRADUATES REQUESTING TO ATTEND A FUTURE CONVOCATION CEREMONY

The personal information on this form is collected under the authority of the *Royal Charter of 1841*, as amended, the Ontario *Ministry of Training, Colleges and Universities Act*, and the *Federal Statistics Act*. The information collected will form part of your student record at Queen's. It will be shared with the faculty, school or department and reported to Statistics Canada and the Ministry of Training, Colleges and Universities. In addition to these external reporting requirements, the information will be used for updating your academic record, and for communicating with you. If you have any questions, please contact the Office of the University Registrar, Gordon Hall, Queen's University.

Dear Student:

Our preference is that you make all attempts to attend the ceremony you are scheduled in at the time you complete your degree requirements. However, if circumstances arise and you are unable to attend we will do our best to make arrangements for you to attend the next scheduled ***fall ceremony*** *for your degree group.*

*****Please note that because of attendance levels and occupancy limits for our venues, we cannot offer placement during Spring Convocation ceremonies*****

Providing your name is on the final degree list your degree will be granted in absentia and sent to you at your mail address approximately one month after the ceremony. In order to receive your degree, please ensure your mail address is up-to-date. You can update it on ***SOLUS*** *at https:// my.queensu.ca/*

If we are able to approve your request, you will receive information regarding the ceremony you have been scheduled to attend in the mail or by email within 6-8 weeks of the ceremony date.

Please save the completed form as an attachment and mail to: graduand@queensu.ca with the subject heading "Previous Graduate Request". The form can also be faxed to 613-533-2068, or mailed to:

Office of the University Registrar, (Records and Services),
Queen's University,
Gordon Hall, 74 Union St., Kingston, Ontario, K7L 3N6

If you have any questions please call 613-533-6000, ext. 74050 or email: brent.cameron@queensu.ca.

Date: Student Number: Degree Granted & When:

Name Plan to attend in Fall of (year):

Address

City Prov. Postal Code

Country

Email

Reason you are unable to attend your scheduled Convocation?

Signature: _____

OFFICE USE ONLY:

☐ Debt Checked Convo. Code:

Degree / Date Granted: ☐ Attendance Confirmed