

Although you have completed your studies, you will still need to make a formal application to graduate. This checklist / worksheet will help you follow the steps that lead to Convocation.

	Done	To do
Step 1:		
Have you Applied to Graduate? Instructions and application deadlines can be found at: https://www.queensu.ca/registrar/graduation/students		
Step 2:		
Have you double - checked the ceremony schedule? https://www.queensu.ca/registrar/graduation/fall-2025-graduation		
Step 3		
Have you verified your correct full legal name (Your ' Primary Name ' in SOLUS) for your diploma? <ul style="list-style-type: none"> If it is NOT correct, you will need to submit a 'Name Change Form' before October 5th The form can be downloaded at: http://www.queensu.ca/registrar/forms 		
Step 4:		
Visit the AMS Hood and Gown Rental Website if you are interested in renting regalia (Deadline for online booking is October 13th at 11:59 pm EST): http://buildagrad.ca/queensu		
Step 5:		
Have you checked your graduation status in SOLUS? (Your status will update after October 10 th) (SOLUS >> My Academics >> Maintain Convocation Details)		
Step 6:		
Do you have an outstanding balance on your student account of more than \$50? <ul style="list-style-type: none"> You can still graduate and attend convocation, but you will not receive your diploma unless your outstanding balance is cleared within 10 business days of your ceremony. Payment methods can be found at: https://www.queensu.ca/registrar/tuition-fees/how-to-pay Please allow your bank/institution sufficient time to process your payment 		
Step 7:		
If you are attending, did you request tickets for your guests? (SOLUS >> My Academics >> Maintain Convocation Details) <input type="checkbox"/> Please note a 2 guest ticket limit		
Step 8:		
Have you made any requests for special accommodations for you or your guests? <ul style="list-style-type: none"> If one or more guests have a need to be addressed by our support team (e.g. uses wheelchair, cannot climb stairs, etc) please fill out our Special Accommodations Form 		
Step 9:		
If you are NOT attending Convocation and want your diploma mailed to you, have you made sure that your 'Primary Address' and Telephone Number in SOLUS are correct?		