

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
<b>Step 1:</b>		
Have you Applied to Graduate? Instructions and application deadlines can be found at: <a href="https://www.queensu.ca/registrar/graduation/students">https://www.queensu.ca/registrar/graduation/students</a>		
<b>Step 2:</b>		
Have you double - checked the Convocation ceremony schedule? <a href="https://www.queensu.ca/registrar/graduation/spring-2026-graduation">https://www.queensu.ca/registrar/graduation/spring-2026-graduation</a>		
<b>Step 3</b>		
Have you verified that we have your correct full legal name?  (Your ' <u>Primary Name</u> ' in SOLUS will be the one used for your diploma. If it is NOT correct, you will need to submit a ' <u>Name Change Form</u> ' before April 30th  The form can be downloaded at: <a href="http://www.queensu.ca/registrar/forms">http://www.queensu.ca/registrar/forms</a>		
<b>Step 4:</b>		
Visit the Gaspard/AMS Hood and Gown Rental Website if you are interested in renting regalia <a href="http://buildagrad.ca/queensu">http://buildagrad.ca/queensu</a> <ul style="list-style-type: none"> <li>Online ordering deadlines: <ul style="list-style-type: none"> <li>May 21 &amp; 22 ceremony – January 6 to April 24</li> <li>June 22-26 ceremonies – January 6 to May 27</li> <li><i>Same-day rentals will be available (at higher prices / limited supply) for those who do not pre-book online</i></li> </ul> </li> </ul>		
<b>Step 5:</b>		
Have you checked your graduation status in SOLUS? (Your status will update in late May) (SOLUS >> 'Graduation' tile >> 'Maintain Convocation Details')		
<b>Step 6:</b>		
If you are attending, have you requested seating for your guests? (SOLUS >> 'Graduation' tile >> 'Maintain Convocation Details') <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Please note the guest ticket limit applicable to your ceremony</u></li> </ul>		
<b>Step 7:</b>		
Have you made any requests for special accommodations for you or your guests? <ul style="list-style-type: none"> <li>If one or more of your guests have a need that needs to be addressed by our support team (e.g. uses wheelchair, cannot climb stairs, etc.) please fill out the form located at <a href="http://www.queensu.ca/registrar/convocation/grad-info">http://www.queensu.ca/registrar/convocation/grad-info</a></li> </ul>		
<b>Step 8:</b>		
If you are <u>NOT attending</u> Convocation and want your diploma mailed to you, have you made sure that your 'Primary Address' and Telephone Number in SOLUS are correct?		