



Application for Graduation

Oshawa Campus

2000 Simcoe Street North
 Oshawa, ON L1H 7K4
 Tel: 905-721-3000 Fax: 905-721-3113
 registrarsoffice@durhamcollege.ca

Whitby Campus

1610 Champlain Avenue
 Whitby, ON L1N 6A7
 Tel: 905-721-3300 Fax: 905-721-3361
 whitbyregistrarsoffice@durhamcollege.ca

Strategic Enrolment Services

PERSONAL IDENTIFICATION (On file)		
Student ID Number	Date of Birth (mm-dd-yyyy)	Phone Number
First Name (Given Name)		Last Name (Family Name)
Program		
Street Number & Name		City
Province	Country	Postal Code

NOTE: Your name will be printed on your certificate/diploma as it appears in the College's records (maximum of 26 characters).

1. No certificate or diploma will be prepared unless an application to graduate has been submitted to the Office of the Registrar (paper form or online).
2. It is the student's responsibility to ensure that they have met all of the program requirements for graduation. Student's MyCampus accounts will indicate their graduation status in early June.
3. All borrowed equipment, books, or other items must be returned, and all outstanding fees must be paid.
4. Please see the Continuing Education chart on the back to confirm if your program is eligible to attend Convocation.

Please Indicate Your Status	Status	Credential Awarded	Fee Required
<input type="checkbox"/>	Full Time Post-Secondary	Diploma or Certificate	No*
<input type="checkbox"/>	Continuing Education (CE)	Diploma or Certificate	Yes (\$33.47)*
<input type="checkbox"/>	Continuing Education (CE)	Recognition of Achievement/Board Approved Certificates	No

*The graduation fee is assessed in the first semester of a full time program. If you did not pay this fee when you started your program, you will be charged when you apply to graduate.

Please indicate what program level you have completed:

<input type="checkbox"/> 1 Year Certificate	<input type="checkbox"/> 2 Year Diploma	<input type="checkbox"/> 3 Year Diploma	<input type="checkbox"/> 1 Year Graduate Certificate	<input type="checkbox"/> Other (CE)
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Please select the appropriate option(s):

- I will attend the convocation ceremony to pick up my credential. (Please contact the Office of the Registrar at 905-721-3000 if you require accommodations for a disability).
- I am unable to attend the convocation ceremony, and will pick up my credential at the Office of the Registrar at the Oshawa campus. (Available one week after the convocation ceremony).
- I am unable to attend the convocation ceremony, and request to have my credential mailed after the convocation ceremony. If desired mailing address differs from the address indicated above, please confirm the address on the back of this form. A \$6.02 mailing fee is to be paid in advance for mailing within Ontario. (Additional charges apply for out-of-country mailing).

Gown Size: 36 39 42 45 48 51 54 57 60 (See sizing chart on back - if attending Convocation)

If submitting by email, mail, or fax, please complete the credit card payment section below:

Cards Accepted	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		
Credit Card Number			Expiry Date
Cardholder's Name	Cardholder's Signature		
Please select appropriate charge(s): <input type="checkbox"/> Graduation Fee (\$33.47) <input type="checkbox"/> Mailing Fee (\$6.02**) <input type="checkbox"/> Both (\$39.49**)			Total Charges: \$_____

** HST included on service charges (HST #107270969RT0001)

Payment options for submitting in person include cash, Interac, certified cheque, or money order (payable to "Durham College"). Please note that we do not accept personal cheques and cash payments over \$200.

Alternate Address for Mailing

Name		
Street Number & Name		City
Province	Country	Postal Code

Gown Sizing Chart

Gown Size	Height (in feet & inches)	Height (in centimetres)
36	4'6" - 4'8"	137-143 cm
39	4'9" - 4'11"	144-150 cm
42	5'0" - 5'2"	151-158 cm
45	5'3" - 5'5"	159-166 cm
48	5'6" - 5'8"	167-173 cm
51	5'9" - 5'11"	174-181 cm
54	6'0" - 6'2"	182-188 cm
57	6'3" - 6'5"	189-195 cm
60	6'6" and Up	196-201 cm

Continuing Education courses eligible to attend Convocation

Accounting Specialty	Dementia Studies – Multidiscipline	Interior Decorating	Sustainable Local Food
American Sign Language	Early Childhood Education	Leadership Development Series	Teaching and Training Adults
Applied Criminal Investigative Techniques	Early Childhood Education – Resource Counselling	Legal Office Assistant	Technical Support Analyst
AutoCAD	Educational Assistant	Library and Information Technician	Thanatology
Bookkeeping	Entrepreneurship	Management Studies	Translation in the Workplace
Building Environmental Systems Operator	Event Planning and Management	Marketing Management	Wastewater Collection & Treatment
Business – Accounting	French	Medical Office Administration	Water Quality Analyst
Business – Fundamentals	Geographic Information Systems	Medical Transcriptionist	Water Treatment & Distribution
Business – Human Resources	Gerontology	Mental Health Nursing	Web Design
Business – Marketing	Graphic Arts	Microsoft Office	Website Creation and Design
Business - Operations	Health and Safety for the Workplace	Occupational Health & Safety Nursing	
Business Administration – Accounting	Home Inspection	Office Technology Administration	
Business Administration – Human Resources	Hospital/Nursing Unit Clerk	Operations Management	
Business – Entrepreneurship & Small Business	Human Resources Management Graduate Certificate	Palliative Care Certificate	
Children’s Mental Health	Industrial Maintenance	Records and Information Management	
Client & Customer Relations	Mechanic	Sewing	
Community Advocacy		Sterile Processing	
Construction Estimator			

In accordance with the Freedom of Information and Protection of Privacy Act, your personal information is collected, retained and reported to the Ministry of Training, Colleges and Universities under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. MTCU collects student-level enrolment-related data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. Your personal information may also be used or disclosed for administrative, information technology, law enforcement, statistical or research purposes of the College or ministries and agencies of the Ontario and federal governments. Further details are available at (<http://www.durhamcollege.ca/about-us/legal-privacy/student-privacy>) or by contacting the Freedom of Information Coordinator, President's Office, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.2000 ext. 3292.