



www.ocad.ca  
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# 2012 Spring Graduation Application

Return form to the Office of the Registrar by February 3, 2012

Graduation Administrative Fee: \$50.00 (non-refundable)  
 Late application fee after February 3, 2012: \$50.00 (non-refundable)

Any personal information collected on this form is protected under the Freedom of Information and Protection of Privacy Act. The information you provide will be used to update your OCAD records. These records are only viewed by OCAD administrative staff and are not released to any other parties.

<b>Name as it should appear on DIPLOMA*:</b>		<b>PLEASE PRINT CLEARLY!</b>	
Surname (Last Name)	Given Name(s)	Student ID Number:	
*It is the policy of the university to use the full legal registered names of students on the diploma. Any requests to change a name, by means of alteration, substitution or addition, must be accompanied by appropriate supporting legal documentation.			
<b>ADDRESS:</b> If your address will change after May 1, 2012, please provide written notification to the Office of the Registrar before that date.			
Street Number and Name:	Apt:	City/Province:	Postal Code:
Home Phone Number:	Alternate Phone Number:	Personal Email:	
<b>DESIGNATION to be conferred:</b>			
<input type="checkbox"/> AOCAD <input type="checkbox"/> BDes <input type="checkbox"/> BFA <input type="checkbox"/> EMDes <input type="checkbox"/> MA <input type="checkbox"/> MDes <input type="checkbox"/> MFA			
<b>MAJOR/PROGRAM:</b>		<b>MINOR</b> (if applicable; will not be printed on diploma):	
<b>CONVOCATION PROGRAM:</b> The name, hometown and major of all graduands, as well as award information, is published in the Convocation program.			
<input type="checkbox"/> Yes, include my name.		Name to appear in program (if different from above): _____	
<input type="checkbox"/> No, do not publish my name.		Hometown to appear in program: _____	
<b>CONVOCATION CEREMONY:</b> June 8, 2012			
<input type="checkbox"/> Yes! I will be attending.		Please indicate the phonetic spelling of your name to assist us with proper pronunciation at the ceremony: _____	
For accessibility accommodation at the convocation ceremony, please email <a href="mailto:regservices@ocad.ca">regservices@ocad.ca</a> for an accessibility request form.			
<input type="checkbox"/> No, I will not be attending.			
<b>DIPLOMAS</b>			
Diplomas will be available for pick-up at the convocation ceremony. If you are unable to attend, you may pick up your diploma from the Office of the Registrar after that date. Diplomas will not be mailed unless a written request is submitted to the Office of the Registrar. <i>Unclaimed diplomas will be held for two years from date of graduation.</i>			
I hereby certify that all statements on this form are correct and complete. By signing this form I agree that my personal information will be transmitted to the OCAD University Development & Alumni Relations office.			
 _____ <b>Student Signature</b>		_____ <b>Date</b>	

## OFFICE USE ONLY

Preliminary graduation eligibility check: <input type="checkbox"/> Good academic standing (minimum 60% overall average)		Receipt:
Received by:	Date:	
Fees/Library:	Date entered:	

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## METHOD OF PAYMENT

- Cheque/Money Order (payable to OCAD University)  
 Credit Card     American Express     MasterCard     Visa

Credit Card Holder's Name (as it appears on the card):
Credit Card Number:
Expiry Date (MM/YYYY):
Total Amount:
Card Holder's Signature:

The information provided above is true and does not contain any false or misleading facts.

- I authorize OCAD University to charge the above amount for the payment of the graduation administrative fee/late application fee to my credit card. I accept responsibility for any fees and penalties incurred as a result of a declined credit card transaction.

## OFFICE USE ONLY

Date \_\_\_\_\_ Student Number \_\_\_\_\_ Student Name \_\_\_\_\_

Graduation Administrative Fee \$50     Late Application Fee \$50    Total Amount \_\_\_\_\_