



APPLICATION FOR BCIT CREDENTIAL

Student Records

SW1-1st Floor, 3700 Willingdon Avenue
 Burnaby, BC V5G 3H2
 T 604.432.8353 • F 604.431.0817

This form is used by Full-time and Part-time Studies students to determine if all credential requirements have been met

- Full-time Studies*
 Part-time Studies*

Name*	Student No.*	E-mail*
Permanent Address*		
City/Town*		Province/State*
Country*	Postal Code/Zip*	Date of Birth (dd/mm/yy)*
Home Phone*	Alternate Phone*	
Program	Option (if applicable)	Credential (eg. Management Certificate)

Graduation ceremonies are held twice per year on the third Thursday of February and the third week of June. Students who would like to attend a Convocation ceremony must complete their final course and submit this application to Student Records approximately six (6) weeks prior to the ceremony scheduled dates.

Note: Convocation is open to graduates of programs with a minimum total value of 45.0 credits or programs at an advanced level beyond diploma.

For a student to be eligible to attend Convocation, he or she must have completed all outstanding coursework including practicum assignments (if applicable). Students who have outstanding financial obligations to the Institute at the point of program completion will not be permitted to attend Convocation (see BCIT Policy 4113).

Please choose one of the following options	<input type="radio"/> I would like to attend the June Convocation. I understand that I must have completed my final course and submitted this application to Student Records by the first week of May . <input type="radio"/> I would like to attend the February Convocation. I understand that I must have completed my final course and submitted this application to Student Records by the first week of January . <input type="radio"/> I will not be attending Convocation.
Return form to Student Records at BCIT	In person at Student Information & Enrolment Services (SIES), SW1 – 1st Floor. By mail to Student Records, BCIT, SW1-1st Floor, 3700 Willingdon Ave., Burnaby, BC, V5G 3H2 By fax to 604.431.0817.
You must reserve your regalia	Detailed information on Convocation and regalia reservation is available at bcit.ca/convocation .
NOTE	Please visit your mybcit account two weeks prior to Convocation for your attendance confirmation e-mail.

The personal information is used for purposes of confirming eligibility for a credential, administering the Convocation ceremonies, determining any financial obligations, and other purposes relating to program completion and convocation. The information is also used to facilitate alumni surveys and research and to conduct fundraising appeals. BCIT, with the student's consent, may also use student names and photographic images in communication materials for the purpose of announcing and publicizing student and graduate achievements in new releases and internal communications.

I authorize BCIT to announce my name in news releases and internal communications	<input type="radio"/> Yes	<input type="radio"/> No
I authorize BCIT to use my photographic image in news releases and internal communications	<input type="radio"/> Yes	<input type="radio"/> No

Student Signature*	Date
OFFICE USE ONLY Program approved by:	Date