



# APPLICATION TO ATTEND CONVOCATION

## Student Records

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

T 604.432.8353 E records@bcit.ca

CLEAR FORM

**Instructions:** 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to records@bcit.ca

To each of our graduates, we hope you will participate in Convocation as a way of sharing this great accomplishment with family, friends, fellow graduates, faculty and staff who have supported your journey.

Convocation will be held 4812 Willingdon Avenue (one block north of the Burnaby campus).

### IMPORTANT INFORMATION:

- To be eligible to attend convocation, all outstanding coursework must be completed and all outstanding financial obligations to the Institute must be resolved.
- **Convocation is open to graduates of programs with a minimum of 45.0 credits or programs at an advanced level beyond a diploma.**

Fields marked with an asterisk (\*) are **mandatory**.

### PERSONAL INFORMATION

Your BCIT ID Number* <b>A0</b>	Legal First Name (given name)*	Legal Last Name (family name)*	Birth Date (DD-MMM-YYYY)*
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### PROGRAM INFORMATION

Program Name*	Attendance* <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Program Option (if applicable)	Credential* (e.g. certificate)

### CONVOCATION ATTENDANCE

<b>1. Please choose one of the following options:</b>	<input type="checkbox"/> I would like to attend Spring Convocation. I understand that I must have completed my final course and submitted this application by the <b>Last week of May</b> .  <input type="checkbox"/> I would like to attend Winter Convocation. I understand that I must have completed my final course and submitted this application by the <b>First week of January</b> .
<b>2. Return form to Student Records at BCIT</b>	<ul style="list-style-type: none"> <li>■ <b>By email:</b> records@bcit.ca</li> <li>■ <b>In person</b> at Student Information &amp; Enrolment Services (SIES), SW1–1st Floor</li> <li>■ <b>By mail</b> to Student Records, BCIT, 3700 Willingdon Ave., Burnaby, BC, V5G 3H2</li> </ul>
<b>3. You must reserve your regalia</b>	Detailed information on Convocation and regalia reservation is available at <a href="http://bcit.ca/convocation">bcit.ca/convocation</a> .
<b>4. Receive attendance confirmation</b>	Visit your <b>myBCIT</b> account two weeks prior to Convocation for your attendance confirmation email. If you have not received your confirmation email, please contact Student Records.

### COLLECTION AND USE OF PERSONAL INFORMATION

BCIT collects personal information on this form for the 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 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.

Signature*	Date (DD-MMM-YYYY)*
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