



Request for Confirmation of Eligibility to Graduate
GRADUATE STUDENTS

This document is not to be used to declare an intent to graduate. If you have not declared your graduation, you must do this through Aurora or by contacting your Faculty/School before proceeding. The fee for a confirmation of Eligibility to Graduate is \$11.50. Please allow a MINIMUM of 2 weeks for processing. To be considered as eligible to graduate, you must be enrolled in or have successfully completed the final courses required for your degree program and any other degree requirements.

STUDENT INFORMATION:

Student Number: Last Name(s):

Given Name(s): Previous Name(s) (If Applicable):

Date of Birth: Daytime Phone: I completed the Eligibility Checklist on the reverse

Specify the department/ unit you are with (Immunology):

Specify the degree you expect to receive (M.Sc., PhD): I require my date of completion on the letter.

Student signature: Date:

PICKUP METHOD: Photo ID will be required upon pick up.
Pick up myself
Pick up by third party:
(first and last name of person authorized to collect the document)

Requests not collected will be shredded six months after the original request date.

REGISTRAR'S OFFICE PAYMENT OPTIONS: 400 UNIVERSITY CENTRE
Visa, Mastercard and Debit.
Cheques/Money Orders made out to "The University of Manitoba".

CASHIER'S OFFICE PAYMENT OPTIONS: 138 UNIVERSITY CENTRE
Cash payments
Cheques/Money Orders made out to "The University of Manitoba".

DELIVERY METHOD (FILL IN ADDRESS BELOW):
Standard Mail
Courier (cannot courier to a PO BOX)
Additional courier fees will apply:
\$20.00 Anywhere in Winnipeg
\$50.00 Anywhere in Canada
\$50.00 Anywhere in U.S.A.
\$100.00 International/Overseas
Postal Code:
Delivery problems arising from the provision of incorrect information are not the responsibility of the Registrar's Office.

The following section is not required for in-person orders:

MAILED PAYMENT OPTIONS:

Cheques/Money Orders can be made out to "The University of Manitoba".

Visa or Mastercard Number: (Visa Debit is not accepted)

Expiry date: /

Card Holder's name (as it appears on the card):

Amount:

Card Holder Signature:

Date:

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of producing your Confirmation of Eligibility to Graduate request. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.



Eligibility Checklist

Thesis/Practicum Route	Comprehensive Route	Course Based Route
Final Approval form/report to FGS office: Yes <input type="checkbox"/>	Comprehensive form to FGS office: Yes <input type="checkbox"/>	Unit has notified FGS of pending graduation: Yes <input type="checkbox"/>
Thesis release forms to FGS office: Yes <input type="checkbox"/>	All courses have been completed: Yes <input type="checkbox"/>	All courses have been completed: Yes <input type="checkbox"/>
Electronic thesis submitted to MSpace: Yes <input type="checkbox"/>		
All courses have been completed: Yes <input type="checkbox"/>		

To be completed by the Faculty/School and returned to the Registrar's Office

This will serve to confirm that the student noted above is expected to complete _____ / has completed _____ the requirements for the following degree/diploma _____ and will be eligible for graduation in February or May or October , 20_____, subject to University Senate ratification.

Dean/Director's Representative: _____ Faculty/College/ School: _____

Date: _____ (Signature)

DO NOT WRITE BELOW THIS LINE