Request for Confirmation of Eligibility to Graduate

Graduate Students

The fee for a Confirmation of Eligibility to Graduate document is $10.00. Payment is required prior to processing. An extra fee is charged should you wish to have your document couriered (see reverse for courier fee scale).

Payment may be made by credit card or debit when paying in person at the Registrar’s Office, or by cheque/money order or cash (payable at Cashiers’ Office only); by credit card or cheque when submitting request by mail; or by credit card when submitting by fax. Allow a MINIMUM of 2 weeks for processing.

To be considered as eligible to graduate, you must have successfully completed all courses and requirements for your degree program. The following submissions must be on file with the Faculty of Graduate Studies. If any is missing, your Confirmation of Eligibility to Graduate document will not be processed; no refund will be given.

Have you completed all Faculty of Graduate Studies (FGS) graduate submission requirements listed below?

Thesis/Practicum Route

- Final Approval form/report to FGS office: Yes  No
- Thesis release forms to FGS office: Yes  No
- Electronic thesis submitted to MSpace: Yes  No
- All courses have been completed: Yes  No

Comprehensive Route

- Comprehensive form to FGS office: Yes  No
- All courses have been completed: Yes  No

Course Based Route

- Unit has notified FGS of pending graduation: Yes  No
- All courses have been completed: Yes  No

If any of the above applicable requirements has not been met, you will be considered ineligible to graduate at this time.

Please proceed to the next page to complete your request.

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 Degree Awarded document. 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.
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SECTION A: To be completed by the Student

Name: ___________________________   ___________________________________   Student Number:  _________________

Department/Unit: _________ _____________   Daytime telephone number:  ___________________________________________

Degree I expect to receive (please specify your degree: for example, M.Sc., Ph.D. and so on):  ___________________________

 Applicant: ______________________________________________  Date: ______________________________

Signature

Shipping address: Name:  __________________________________________________________________________________

Address:  ________________________________________________________________________________

City and Province /State:  _____________________________________ Postal/Zip Code: ________________

For pick up: _______   Mail out: _______   Courier: _______            (n.b. cannot courier to a box number)

Additional Courier fees:

$20.00 Anywhere in Canada

$50.00 Anywhere in U.S.

$100.00 International/Overseas

If ordering by mail or fax:

Payment method: Cheque/Money Order: _____   MasterCard:* _____   Visa:*_____ *No other cards accepted.

Card #: __ __ __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __       Expiry Date: __ __ / __ __

(Month)  (Year)

I hereby authorize payment of $ ____________ ($10.00 plus any applicable courier fees) using the above noted credit card and

number.                                             Total amount

 Card holder signature: __________________________________________   Date: ____________________________

SECTION B: To be completed by the Faculty/School/Division and returned to the Registrar’s Office – payment required prior to processing.

☐ The student noted above has completed all the requirements for his/her ___________________ degree and will be eligible
to graduate in February ( ) or Spring ( ) or Fall ( ), 20____, subject to successful completion and University Senate
ratification.  OR

☐ Based on missing documentation in her/his file, this student is ineligible for graduation.

Signature of Dean / Director’s Representative: ______________________________________________________________

Date: __________________________