

## Notice of Collection of Personal Information

Your personal information is collected under the authority of the *University of Ottawa Act*, 1965, in accordance with the *Freedom of Information and Protection of Privacy Act* of Ontario and University Policy 90. The personal information you provide on this form will be used by the University for purposes consistent with the administration of University programs and activities, and the provision of services and performance of functions including recruitment, admission, enrolment, academic programs, evaluations, official document requests, financial aid and awards, assisting student associations and graduation. If you have questions about the collection, use and disclosure of your personal information, please contact InfoService at 613-562-5630 or [infoservice@uOttawa.ca](mailto:infoservice@uOttawa.ca).

# Registration for degree and request for diploma

**Important** - Please fill in, sign, and submit the form, **to your faculty**.

|           |            |                |            |
|-----------|------------|----------------|------------|
|           |            | STUDENT NUMBER | GRAD. YEAR |
| LAST NAME | FIRST NAME | MIDDLE NAME    |            |

Your primary name is the name that will appear on your diploma. You can change your name by filling out a *Request for Name Change* form and providing the required supporting documents to InfoService. If you will be receiving your diploma at an upcoming convocation ceremony and wish to have your name changed before the diplomas are printed, you must submit your request to InfoService before May 1 for Spring Convocation and September 15 for Fall Convocation. For further information, please review the policy on name changes at [www.uOttawa.ca/obtain-your-degree/](http://www.uOttawa.ca/obtain-your-degree/).

1  I WOULD LIKE MY NAME INCLUDED IN THE LIST OF GRADUATES ON THE UNIVERSITY'S WEBSITE.

2  I WISH TO RECEIVE MY DIPLOMA **IN PERSON** AT THE NEXT CONVOCATION CEREMONY.

LANGUAGE OF PRONUNCIATION OF YOUR PRIMARY NAME  ENGLISH  FRENCH

ALTHOUGH THE PRONUNCIATION OF SOME NAMES MAY BE APPARENT TO THE PRESENTER, OTHER NAMES MAY REQUIRE SPECIAL ATTENTION. IF YOU BELIEVE THIS TO BE THE CASE WITH YOUR NAME, PLEASE DESCRIBE THE PRONUNCIATION AS BEST YOU CAN IN THE BOX BELOW.

OR

3  I WISH TO **PARTICIPATE VIRTUALLY** IN A CEREMONY AND RECEIVE MY DIPLOMA BY MAIL. INSERT ADDRESS BELOW.

OR

4  I WISH TO RECEIVE MY DIPLOMA **BY MAIL** SINCE I WILL NOT ATTEND THE CONVOCATION CEREMONY.

|   |   |   |  |       |     |  |
|---|---|---|--|-------|-----|--|
| ADDRESS .....                                       | EFFECTIVE ON  | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">YEAR</td> <td style="width: 33%;">MONTH</td> <td style="width: 33%;">DAY</td> </tr> </table> | YEAR   | MONTH | DAY |  |
| YEAR  | MONTH   | DAY   |  |       |     |  |
|   |   | DATE  | AREA CODE AND TELEPHONE NUMBER                   |       |     |  |
|   |   | POSTAL CODE   | AREA CODE AND TELEPHONE NUMBER AT WORK EXTENSION |       |     |  |
|   |   |   | E-MAIL   |       |     |  |
| I AM CURRENTLY ENROLLED AT THE UNIVERSITY OF OTTAWA |   | <b>FOR FACULTY USE</b>  |  |       |     |  |
| <input type="radio"/> YES                           | FACULTY   | ACADEMIC PROGRAM  |  |       |     |  |
|   | DEPARTMENT  | ACADEMIC PLAN   |  |       |     |  |
| <input type="radio"/> NO                            | INDICATE THE LAST TERM IN WHICH YOU WERE ENROLLED AT THE UNIVERSITY OF OTTAWA | ACADEMIC SUB-PLAN   | EXPECTED GRAD TERM                               |       |     |  |

COMPLETE TITLE OF DEGREE

THE ORIGINAL COPY OF YOUR DIPLOMA (REGULAR SIZE ONLY) IS OFFERED TO YOU FREE OF CHARGE IN ONE OF THE TWO LANGUAGES LISTED BELOW (PLEASE CHECK ONE).

**ORIGINAL (NO CHARGE)**  
(REGULAR SIZE ONLY)  
10 ½" X 8 ½"

ENGLISH  
OR  
 FRENCH

After the convocation ceremony, you can order one or more additional copies of your diploma, or a large format diploma (43.2 cm by 35.6 cm) online through **uoZone** (under the Applications tab, select **Purchase Official Documents**). Please note that we no longer print diplomas in Latin.

\_\_\_\_\_

SIGNATURE (STUDENT)

|      |       |     |
|------|-------|-----|
| YEAR | MONTH | DAY |
|------|-------|-----|

  
DATE

