

## **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 NO.	GRAD. YR.
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 Primary 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 March 31 for Spring Convocation and September 15 for Fall Convocation. For further information, please review the policy on name changes at <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 CONVOCATION CEREMONY .....  IN THE SPRING \_\_\_\_\_  IN THE FALL \_\_\_\_\_  
YEAR YEAR

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 RECEIVE MY DIPLOMA **BY MAIL** SINCE I WILL NOT ATTEND THE CONVOCATION CEREMONY .....  IN THE SPRING \_\_\_\_\_  IN THE FALL \_\_\_\_\_  
YEAR YEAR

ADDRESS .....	EFFECTIVE ON	YEAR	MONTH	DAY	
					AREA CODE AND TEL. NO. ....
					AREA CODE AND TEL. NO. <b>AT WORK</b> .....
					E-MAIL
I AM CURRENTLY ENROLLED AT THE UNIVERSITY OF OTTAWA			FOR FACULTY USE		
<input type="checkbox"/> YES	FACULTY	ACADEMIC PROGRAM			
	DEPARTMENT	ACADEMIC PLAN			
<input type="checkbox"/> NO	INDICATE THE LAST TERM IN WHICH YOU WERE ENROLLED AT THE UNIVERSITY OF OTTAWA	YEAR	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 (PLEASE CHECK ONE).	<b>ORIGINAL</b> (NO CHARGE) (REGULAR SIZE ONLY) <b>10 ½" X 8 ½"</b>	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 <b>uoZone</b> (under the Applications tab, select <b>Purchase Official Documents</b> ). Please note that we no longer print diplomas in Latin.
FOR FACULTY USE  <input type="checkbox"/> FINANCIAL ACCOUNT VERIFIED	<input type="checkbox"/> ENGLISH OR <input type="checkbox"/> FRENCH	

REGI-3163 (E) PDF 2019/08 DATE SIGNATURE (STUDENT)

