

**REGISTRATION FOR DEGREE AND REQUEST FOR DIPLOMA**

Fill in and sign the form and send it, or submit it in person, **to your faculty**.

	STUDENT NO.	GRAD. YR.
SURNAME	GIVEN NAMES	
<p>The name under which you are listed in uoZone is the one that will be inscribed on your diploma. You can change your name by filling out a <i>Request for Name Change</i> form and providing the supporting documents required. 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 <a href="http://www.registrar.uottawa.ca/Default.aspx?tabid=3615">http://www.registrar.uottawa.ca/Default.aspx?tabid=3615</a>.</p>		

1  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 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**

2  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 REGISTERED AT THE UNIVERSITY OF OTTAWA

<input type="checkbox"/>	YES	FACULTY	
		DEPARTMENT	
<input type="checkbox"/>	NO	INDICATE THE LAST SESSION FOR WHICH YOU WERE REGISTERED AT THE UNIVERSITY OF OTTAWA	YEAR

COMPLETE TITLE OF DEGREE

<p>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).</p>	<p><b>ORIGINAL</b> (NO CHARGE) (REGULAR SIZE ONLY) <b>10 ½" X 8 ½"</b></p>	<p>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 Docu-Net (from <b>uoZone</b>, click on <b>InfoWeb</b>, select <b>Services</b> and then <b>Docu-Net</b>). Please note that we no longer print diplomas in Latin.</p>
<p>FOR FACULTY USE</p> <p><input type="checkbox"/> FINANCIAL ACCOUNT VERIFIED</p>	<p><input type="checkbox"/> ENGLISH</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> FRENCH</p>	

I HAVE READ AND UNDERSTOOD THE INFORMATION EXPLAINING THAT MY PERSONAL INFORMATION WILL BE PROTECTED AT ALL TIMES IN ACCORDANCE WITH THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

## **Notice of Collection of Personal Information**

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