



# APPLICATION FOR BCIT CREDENTIAL

## Student Records

SW1—1<sup>st</sup> Floor, 3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

T 604.432.8353 F 604.431.0817 E records@bcit.ca

**Instructions:** 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to BCIT.

### IMPORTANT INFORMATION

- Allow approximately six weeks for processing. Students that wish to attend convocation are to submit this form six weeks prior to the ceremony date. Visit [bcit.ca/convocation](http://bcit.ca/convocation) for ceremony dates.
- To be eligible to receive your credential or attend convocation, all outstanding coursework must be completed and all outstanding financial obligations to the Institute must be resolved.
- Convocation is open to graduates of programs with a minimum of 45.0 credits or programs at an advanced level beyond a diploma.

Fields marked with an asterisk (\*) are mandatory.

### PERSONAL INFORMATION

Your BCIT ID Number* <b>AO</b>	Legal First Name (given name)*	Legal Last Name (family name)*	Birth Date (DD-MMM-YYYY)*
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### CONTACT INFORMATION

Please provide at least one phone number\*

Mailing Address (number and street)*			Home Phone Number
City*	Province	Postal Code*	Mobile Phone Number
Country*	Email Address*		

### PROGRAM INFORMATION

Program Name*	Attendance* <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Program Option (if applicable)	Credential* (e.g, certificate)

### CONVOCATION ATTENDANCE

1. Please choose one of the following options.	<input type="checkbox"/> I would like to attend June Convocation. I understand that I must have completed my final course and submitted this application by the <b>first week of May</b> . <input type="checkbox"/> I would like to attend February Convocation. I understand that I must have completed my final course and submitted this application by the <b>first week of January</b> . <input type="checkbox"/> I will not be attending Convocation.
2. Return form to Student Records at BCIT.	<b>In person:</b> Student Information and Enrolment Services, SW1-First Floor <b>By mail:</b> Student Records, BCIT, SW1-First Floor, 3700 Willingdon Ave., Burnaby, BC, V5G 3H2 <b>By fax:</b> 604.431.0817
3. You must reserve your regalia.	Detailed information on Convocation and regalia reservation is available at <a href="http://bcit.ca/convocation">bcit.ca/convocation</a> .
4. Receive attendance confirmation.	Visit your <b>myBCIT</b> account two weeks prior to Convocation for your attendance confirmation email. If you have not received your confirmation email, please contact Student Records.

### COLLECTION AND USE OF PERSONAL INFORMATION

BCIT collects personal information on this form for the purposes of confirming eligibility for a credential, administering the Convocation ceremonies, determining any financial obligations, and other purposes relating to program completion and convocation. The information is also used to facilitate alumni surveys and research and to conduct fund raising appeals. BCIT may also use student names and photographic images in communication materials for the purpose of announcing and publicizing student and graduate achievements in new releases and internal communications.

Signature*	Date (DD-MMM-YYYY)*
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### OFFICE USE ONLY

Program approved by:	Date (DD-MMM-YYYY)
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