

1. Name (as you want it to appear on your certificate/diploma/degree and the Convocation program.)

(First Name) (Second Name or Initial) (Surname)

(NOTE: If the name above is different than the name we have on file, you must submit a **Change of Name Form**, available on our website, to verify the legality of your name change.)

2. Home City and Province/State (For the Convocation Program): _____

3. Height (For Graduation Gown Fitting): _____ 4. Email Address: _____

4. Phone Number: _____

5. I hereby apply to graduate with the following:

- Certificate (Specify): _____ Ministerial Diploma Bachelor of Religious Education
 Bachelor of Theology: Children & Family Ministry Cross-Cultural Ministry Pastoral Ministry
 Youth Ministry Other (Please specify) _____

6. If you completed, or will complete, your graduation requirements between May and August, do you wish to receive your certificate, diploma or degree on the Administrative Graduation Date in late October? Yes No N/A
 (Students who receive their certificate, diploma or degree on the Administrative Graduation Date can participate in the Spring Convocation ceremony if they so choose.)

7. Will you be attending the Convocation ceremony in April? Yes No **If yes, please complete the attached Grad Information Sheet.** (Additional information will be sent to you re the Convocation Ceremony by mid-March.). If you are not attending the Convocation ceremony, please complete the following:

- I will pick up my certificate/diploma/degree in the Registrar's Office
 Please mail my certificate/diploma/degree to the address below:

Street City Province Postal Code

8. Please list any previous degree(s) awarded:

Degree(s): _____ Institution & Date: _____

9. Check below if you wish to purchase either a hood, sash, or stole. Please submit payment with application.

Degree Hood \$50.00 **Diploma Sash** \$20.00 **Certificate Vee Stole** \$12.00

10. Please include the following Graduation Fee:

- \$50.00 if Graduation Application Form is submitted by October 1 for **Fall Administrative Graduation** or January 25 for the **Spring Graduation Ceremony**.
 \$75.00 if Graduation Application Form is submitted after those dates.

11. Complete this section if you are using your credit card to pay for the Graduation Fee and/or Hood/Sash/Cord; otherwise include a cheque with your application. Applications cannot be processed without payment.

Name on the Charge Card: _____

Visa Card # _____ Exp. _____

MasterCard # _____ Exp. _____

Signature of Card Holder: _____ Date: _____

Office Use Only

Payment: \$50.00 (Graduation Fee) \$25.00 (Late Fee) \$_____ (Hood/Sash/Stole)

Eligible to Graduate: Yes, (Conditions) _____

No, not eligible: Reasons: _____

Graduation Information Sheet

(Completion of this form is only required if you are attending the Graduation Ceremony in Toronto in April. This information will be used for introducing the Graduates at the Ceremony.)

Name (how you want to be introduced at the Graduation Ceremony):

(First Name) (Second Name or Initial) (Surname)

Home City: _____ **Home Province/State:** _____

Home Church: _____ **Home District:** _____

Background (e.g. Family/Country of Origin/Childhood): _____

When Called to Ministry: _____

Ministry Plans for Next Year: _____

Anything Else of Interest: _____

Also please mail (see address on top of first page) or email (heather.boudreau@mcs.edu) a photograph of yourself that we can use in a PowerPoint presentation we will be doing at the Graduation Ceremony. This picture should be:

- Only colour photos
- Minimum 150 dpi resolution (*Set your camera on high quality*)
- A clear picture of your face (*pay careful attention to shadows on your face, sunglasses on your head or your head leaning on something or someone-background does not have to be clear but is preferred*)
- Waist up and both shoulders should be in the photo
- Your head should be facing fully forward & upright
- You may turn your shoulders to one side



Digital pictures can be emailed directly to Heather at heather.boudreau@mcs.edu .