

# PREVIOUS GRADUATES REQUESTING TO ATTEND A FUTURE CONVOCATION CEREMONY



*The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will be used by the Office of the University Registrar to process your request as identified on this form. For more information, please contact the Office of the University Registrar (Records and Services), Queen's University, Gordon Hall, 74 Union St., Kingston, Ontario, K7L 3N6. 613-533-2040.*

Dear Student:

Our preference is that you make all attempts to attend the ceremony you are scheduled in at the time you complete your degree requirements. However, if circumstances arise and you are unable to attend we will do our best to make arrangements for you to attend the next scheduled **fall ceremony** for your degree group.

**\*\*Please note that because of attendance levels and occupancy limits for our venues, we cannot offer placement during Spring Convocation ceremonies\*\***

Providing your name is on the final degree list your degree will be granted in absentia and sent to you at your mail address approximately one month after the ceremony. In order to receive your degree, please ensure your mail address is up-to-date. You can update it on **SOLUS** at <https://my.queensu.ca/>

**Your request has been granted providing you do not hear back from us within the next two weeks.** You will receive information regarding the ceremony you have been scheduled to attend in the mail or by email within 6-8 weeks of the ceremony date. You will receive an empty diploma tube at the actual ceremony.

Please mail or fax the form below to Brent Cameron at the above address or fax # 613-533-2068. If you have any questions please call 613-533-6000, ext. 74050 or email [brent.cameron@queensu.ca](mailto:brent.cameron@queensu.ca).

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Student #: \_\_\_\_\_

Degree Granted & When: \_\_\_\_\_ Plan to attend next fall convocation \_\_\_\_\_  
(which year?)

Mail address or email address to contact you for confirmation of attendance in September.

Reason you are unable to attend your scheduled convocation?

Signature: \_\_\_\_\_

## For Office Use Only

Debt Checked \_\_\_\_\_ Convocation Code \_\_\_\_\_ Package Mailed On \_\_\_\_\_

Degree/Date Granted \_\_\_\_\_ Attendance Confirmed \_\_\_\_\_

