



If eligible for degree confirmation, submission of this form will enable students to:

1. Print a **Grad Degree Completion Letter** through their Student Centre.
2. Request **final official transcripts** through [Enrolment Services](#) showing the date their degree will be officially conferred.

UCID Number:	Last Name:	First Name:	Email Address:	Graduate Program:
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**PLEASE NOTE:** The Faculty of Graduate Studies requires 3-5 business days to grant degree confirmation. Please take this processing time into consideration when making your request.

**You will receive an email notification when your request has been processed.**

**For Thesis Based Students Only**

FGS will process your request only after your electronic thesis has been approved and archived to The Vault.

- Yes, I have received an email from [digitize@ucalgary.ca](mailto:digitize@ucalgary.ca) confirming the approval and archiving of my electronic thesis submission to The Vault.

**For Course Based Students Only**

Please confirm with your graduate program that a Notice of Completion (NOC) form has been sent to FGS. This form states that you have met all your degree requirements and is required by FGS to process your degree confirmation.

- Yes, my graduate program has confirmed that my NOC form has been sent to FGS.

<b>Mail Request:</b> (To institutions only)	You must provide documentation showing that the letter must be sent directly from the Faculty of Graduate Studies to the institution. <b>Name of Institution:</b> <b>Address:</b>
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Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

You may submit this form in person to FGS, by email to [graduate@ucalgary.ca](mailto:graduate@ucalgary.ca) or fax to (403) 289-7635.

<i>For GPO:</i>	<i>Internal use only</i>	<i>Front staff:</i>
<input type="checkbox"/> Cleared <i>Initials and date:</i>	<input type="checkbox"/> Emailed <input type="checkbox"/> Mailed <i>Initials and date:</i>	