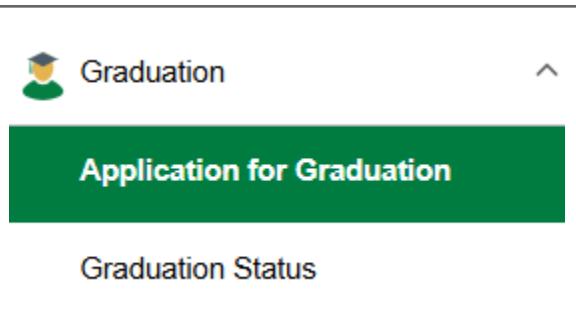
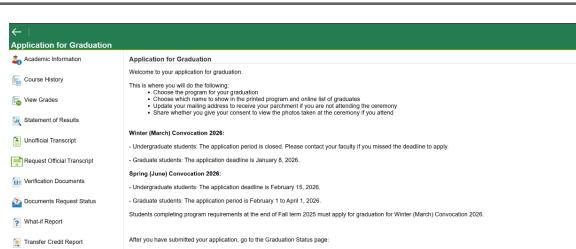
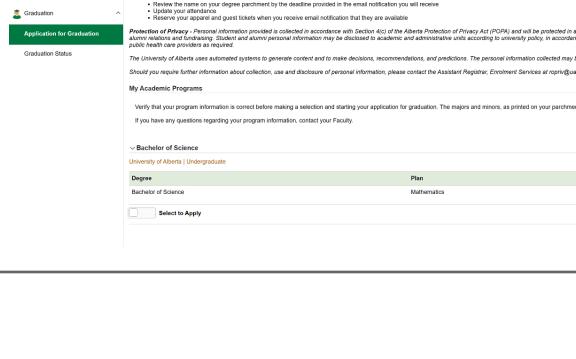




## Application for Graduation

Updated: January 2026

<p>Select <b>Academic Records tile</b> from the home page in Bear Tracks.</p>	
<p>Select <b>Application for Graduation</b> from the Graduation menu.</p>	
<p>At the bottom of the landing page, your program will be listed. If it's listed correctly, move the slider next to "Select to Apply" and click <b>"Apply"</b>.</p>	
<p>Note: If your program is not listed correctly, please contact your faculty.</p>	

**Step 1:** Choose your **Completion Term** and then click next.

**Step 2:** In this step, you'll find additional information about **Program and Platform Card Names** and the option to choose which version of your name you would like used for the program and platform card. A platform card is used by an announcer at convocation ceremonies to read out a student's name.

You can update your preferred and primary names on this page. If you attempt to change your legal name, you'll be provided with additional information outlining the required steps. To choose which name to use, move the slider.

Your degree parchment will be printed in the Legal name that is on your record. To review the name that will appear on your parchment, go to the Graduation Status page.

**Step 3:** Review the **Parchment Mailing Address** where you would like your parchment mailed. Use the slider to select the address.

**Step 4:** In the **Photo Consent Agreement**, you will be asked to give consent for the university to share your name, address, ualberta.ca email address and degree information with the photography company that will be at your ceremony. Use the slider to make a selection.

**Step 5:** In this step, you can use the “previous” button to review the information you provided in previous steps. Click “submit” if your information is complete.

After the application is submitted, you will receive a confirmation message.

Your application for graduation was submitted successfully! (31000,139)

**OK** **Cancel**

The application will show that you have applied for graduation. You can still edit the application by using the slider.

Once you have finished with the Application for Graduation, you will need to choose your attendance on the **Graduation Status** page.

**Step 6:** Select **Graduation Status** from the Graduation menu.

This page will allow you to respond if you will be attending the ceremony.

**Step 7:** Select "Yes" if you will be attending the ceremony. Then click "Save".

When you indicate you will be attending, the links for Apparel Reservation and Guest Tickets will activate. Look for email notifications when you can start reserving these.

#### Graduation Status

Academic Career: Undergraduate  
Degree: Certificate in Archaeology  
Degree Status: Applied for Graduation

Degree Confer Date: 17-Mar-2026  
Ceremony Date: 17-Mar-2026  
Ceremony Time: 3:00PM  
Parchment Name: Ugep Gepiv Kekuqib

#### Please update the following information

Attend Ceremony:  Yes  No

**Save**

[Ceremony Information](#) [Apparel Reservation](#) [Guest Tickets](#)

#### Graduate Status Instructions

If you have questions about your graduation status, please contact your faculty.

Your Parchment Name is the name that will be printed on your degree parchment. Your parchment will be printed in the name that is listed on your student record as your Legal name. Note: Initials, nicknames, suffixes (e.g. Jr.), etc. will not be printed on your parchment, even if they appear on this page. Primary and Preferred names are not printed on parchments. If the name that appears in the Parchment Name field is not your full legal name, please submit a Change of Name form to the Office of the Registrar at least one month before your Convocation ceremony.

Personal information provided is collected in accordance with Section 4(c) of the Alberta Protection of Privacy Act (POPA) and will be protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the Act. It will be used and disclosed for the purpose of alumni relations and fundraising. Student and alumni personal information may be disclosed to academic and administrative units according to university policy, in accordance with federal and provincial reporting requirements, information sharing agreements with student governance associations and to contracted or public health care providers as required.

The University of Alberta uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included in these automated systems.

Should you require further information about collection, use and disclosure of personal information, please contact the Office of the Registrar at (780) 492-3113 or see <http://www.ipo.ualberta.ca>.