Parchment Application

(for use when requesting a parchment for the first time)
(Please Print Clearly)

GPRC Student ID #: _____ **Phone:** _____ **DOB:** _____/____/____
(yyyy / mm / dd)

Legal Name: _____

Name format for Parchment ***(check one)*****:** ☐ Firstname M. Lastname ☐ F. Middlename Lastname

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Email Address: _____

Parchment applications are processed monthly except during the graduation period April-June.
During the April-June period, applications are processed as part of the graduating class, regardless of the year awarded, due to the volume of applications received.
If you require proof of credential, you may order an Official Transcript which is updated once your graduate status has been confirmed. Transcript request forms can be found online at www.gprc.ab.ca/transcripts.

Parchment application:
I will complete/have completed program** requirements as of the year _____
and have not yet received a parchment for this program
Check term below (√):
☐ December (Fall term) ☐ April (Winter term) ☐ June (Spring term) ☐ August (Summer term)

***Please indicate on the reverse the certificate or diploma desired.*

Freedom of Information and Protection of Privacy

The personal information collected on this form and in your student record will be used for the purpose of processing your request for Parchment/Convocation. Your name may be published in the Convocation Program with information on the program of studies you have successfully completed. The details made public at Convocation may also include any academic honours you have been awarded. Names of students graduating from various College programs and the academic honours students have been awarded may also be released to the media or be included in other College publications. Certain personal information will be released to Grande Prairie Regional College's Alumni Office. This information is collected under the authority of the Post-Secondary Learning Act that mandates the programs and services offered by Grande Prairie Regional College. The information collected is protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act and the Statistics Canada Act. If you have any questions about the collection and use of this information, contact Student Services at 780-539-2819.

Signature _____

(Office Use Only)

Date Received: _____
Printed: _____
Notes: _____ Mailed: _____

Certificates

- ☐ Adult Education Certificate in Transitional Vocational Program
- ☐ Certificate of Grade 12 Equivalency
- ☐ Certificate in Active Aging Fitness Practitioner
- ☐ Certificate in Administration
- ☐ Certificate in Business Administration
- ☐ Certificate in Computer Systems Technology
- ☐ Certificate in Early Learning and Child Care
- ☐ Certificate in Educational Assistant
- ☐ Certificate in Fitness Leadership
- ☐ Certificate in Office Administration
  - ☐ General
  - ☐ Bookkeeping Specialization
  - ☐ Dental Office Specialization
  - ☐ Oil & Gas Specialization
- ☐ Certificate in Unit Clerk
- ☐ Certificate in Visual Arts, Foundation Studies
- ☐ Post-RN Certificate in Perioperative Nursing

Trades Certificates/Diplomas

- ☐ Certificate of Achievement in Cooperative Trades Orientation
- ☐ Certificate in Harley-Davidson® Technician
- ☐ Certificate in Heavy Equipment
- ☐ Diploma in Heavy Equipment Service Technician
- ☐ Certificate in Parts and Materials Technician
- ☐ Certificate in Power Engineering
  (state class, levels)
  _____
  _____
- ☐ Pre-employment Certificate
  - ☐ General Mechanic
  - ☐ Millwright/Machinist
  - ☐ Motorcycle Mechanic
  - ☐ Outdoor Power Equipment Technician
  - ☐ Welding

Diplomas

- ☐ Diploma in Animal Health Technology
- ☐ Diploma in Business Administration,
  - ☐ General Major
  - ☐ Accounting Major
  - ☐ Financial Services Major
  - ☐ Marketing Major
- ☐ Diploma in Computer Systems Technology
- ☐ Diploma in Early Learning and Child Care
- ☐ Diploma in Fitness Leadership - Personal Trainer Specialization
- ☐ Diploma in Hospitality & Tourism
- ☐ Diploma in Music
  - ☐ Acoustic Specialization
  - ☐ Interactive Digital Design Specialization
- ☐ Diploma **OR** ☐ Intensive Diploma in Office Administration
  - ☐ Microcomputer Office Specialist
  - ☐ Bookkeeping Specialist
  - ☐ Legal Secretary Specialist
- ☐ Diploma in Visual Arts and Design

University Transfer

- ☐ Diploma in University Studies
  _____
  (Specify your transfer program)
- ☐ Associate of Arts
- ☐ Associate of Science
- ☐ Certificate of Achievement in French as a Second Language

Other (if your program is not listed, especially from prior years, please specify below:)

_____

(Office Use Only) Evaluation Status: Granted: ☐ _____ Denied: ☐ _____

Notes: _____

Revised 11/6/2012