

Graduation Requirement: Keyano College students must apply to graduate. You will not automatically graduate at the end of your program. To apply to graduate, please submit your application on our website: <https://www.keyano.ca/student-services/office-of-the-registrar/graduation/>

You will not be eligible to graduate without applying to graduate.

Processing Time: Approximately 10 business days once an official confirmation of graduation is confirmed by Office of the Registrar.

Delivery: Your Post-Graduate Work Permit letter and official transcript will be sent via email to your student Keyanomail email account.

Fee: \$16.80 for your Post-Graduate Work Permit Letter and Official Transcript.

Legal Last Name	Legal First Name	Keyano Student ID #	
*	*	*000-	
Former/Maiden Name	Birthdate (YYYY/MM/DD)	Email	
	*	*	
Address	City	Province	Postal Code
*	*	*	*

PGWP Letter & Official transcript Requirements	Study Permit Expiry Date (YYYY/MM/DD)		
Program of Study:			
Scheduled Program Completion Date (indicate year)			
Fall Semester - December 20__	Winter Semester - April 20__	Spring Semester – June 20__	Summer Semester – August 20__

Method of Payment	
CREDIT CARD NUMBER	EXPIRATION DATE
CARD ISSUED TO	SIGNATURE
4120000 - 41210	GST #R107566218

Authorization	
Student Signature	DATE

The personal information requested on this form is collection under the authority of section 65 of the Alberta Post-Secondary Learning Act, and section 4 (c) of the Alberta Protection of Privacy Act. The information collected will be used for the purpose of admission, registration, income tax receipts, scholarships and awards, convocation, supplying education information, library services, emergency contact, and for college research and planning. Internally, your information collected on this form may be used to receive support and services from Accessibility Services, Testing Services and Wellness Services, including academic accommodations and/or wellness checks. Your information will be part of our student information system and may be shared for work experience and practicum placements through Work Integrated Learning, Student Associations for the purpose of membership and information sharing, Syncrude Sport and Wellness Centre for membership, and Student Academic Support Services for continuous improvement of student academic success. The information may be added to the electronic Student & Community Conduct Report System, Accessibility Services System, Wellness Services System, and/or the Testing Services System and maybe used for anonymized reporting purposes and/or procedural correction. In compliance with federal and provincial legislation, your information may be disclosed to Statistics Canada under the Statistics Act; Alberta Advanced Education for reporting requirements; and Alberta Human Services for determining and monitoring student eligibility for their services. If you have any questions regarding the collection and use of your personal information, please contact the Office of the Registrar at 780-791-4801.