

Instructions

1. Complete and save this form to your computer. Digital signatures are accepted.
2. Log into your Mosaic Student Centre. In the dropdown menu under 'Academics', select '**Service Requests**' and then '**Create New Request**'.
3. Attach this form and any supporting documents to your service request.
4. Return to the service request for status updates.

In extenuating circumstances, you may need your degree conferred ahead of your scheduled ceremony (e.g., for employment, professional registration, or further educational applications).

Please specify the reason(s) your diploma is needed in advance of convocation:

Supporting documentation is required to complete your appeal. Please attach your documentation to your Mosaic Service Request. Without supporting documentation your request will be denied.

The documentation must be specific to you and not a general notice or information letter. It must state that a degree conferral or an original diploma is required by a specified date. Acceptable documentation can include but is not limited to, an appointment or a job offer letter; professional registration or examination requirements; educational application requirements.

Confirmation of Degree Name – if your request is approved, your diploma will be issued after being conferred at the next Senate meeting. Please specify the legal names you would like to appear on your degree, diploma or certificate		
First Name		
Last Name		
Middle Name(s)		
Do you have more than one first, middle or last name?	Yes	No
It is recommended that the name used on your degree matches your legal name displayed on personal identification.		

Address to courier diploma	
Address:	
City:	Province:
Country:	Postal Code:
Student Telephone Number:	

Please check this box if you have submitted a Mosaic Service Request for a legal name change

Student's Signature:	Date:
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FIPPA Notice

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services; including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected under section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall Room 209, McMaster University.

**Once this form is fully complete, please submit via Service Request
Graduate Students - Early Conferral Request (ERLYC)**