UNIVERSITY OF BELIZE

University of Belize
Education Empowers a Nation

Application for Program Completion

STUDENT INFORMATION   **Student ID #:** _____

1. **NAME** (Print in capital letters as it appears on permanent records):

   _____   _____   _____
   (Last Name)   (First Name)   (Middle Name)

2. **NAME TO APPEAR ON DIPLOMA (only if name differs from what was provided in your application -** attach the supporting documentation for any name changes):

   _____   _____   _____
   (Last Name)   (First Name)   (Middle Name)

3. **Date of Birth: dd_____/mm_____/yyyy_____**

4. **Contact Information**:
   E-mail   **address:**   **(Personal)_____**

   Mailing (Home)   **Address**: ____

   Phone Number: _____

5. **Program being completed (for example, ABIO-Associate Biology)**: _____

6. **Indicate if you will attend the Graduation Ceremony in October:** (Graduation fee is $150) ◯ YES   ◯ NO

7. **If you plan to attend the ceremony, indicate the location?**   ◯ Belize City   ◯ Punta Gorda

8. **Please indicate "T" shirt size for the gown.** ◯ XXL   ◯ XL   ◯ L   ◯ Medium   ◯ Small   ◯ X-Small

9. **Indicate Campus for REGALIA Pickup**:   ◯ Belmopan   ◯ Belize City   ◯ Punta Gorda

10. **Indicate Campus for DEGREE collection**:   ◯ Belmopan   ◯ Belize City   ◯ Punta Gorda

   _____   _____
   Signature of Student   Date

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DEADLINES FOR COMPLETION APPLICATIONS ARE AS FOLLOWS:

◯ *Completion in **May** is the last Monday in September (Previous Semester)
◯ *Completion in **July (summer)** is the last Monday in February (Previous Semester)
◯ *Completion in **December** is the last Monday in April (Previous Semester)
*Please place a checkmark for the completion period you are applying for

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PLEASE NOTE:
All completed forms should be submitted or emailed to the Records Office (records@ub.edu.bz)
Application for program completion is $125 automatically charged to your account.
Graduation fee ($150) is payable by August 31st prior to the Ceremony.