



UNIVERSITY OF BELIZE

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:**

Personal Email Address: _____ **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.** ☐ X-Small ☐ Small ☐ Medium ☐ L ☐ XL ☐ XXL

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

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**

PLEASE NOTE:

All completed forms should be submitted or emailed to the Records Office (records@ub.edu.bz)

Program completion application fee: \$125 (undergraduate) | \$300 (graduate). Automatically charged to your account.

Graduation fee (\$150) is payable by August 31st prior to the Ceremony.