**How to Apply to Graduate**

Planning on graduating? Don't forget to apply to graduate. The application to graduate form is conveniently found through the myTrent portal.

To begin the application process, you will have to log in using your university credentials. Once you are logged into your myTrent account, click on the Academics tab on the upper right-hand corner of your screen, and then under Academic Record you will click on Self Service. This will bring you to the Self-Service homepage. From here, you will click on the icon that says Graduation Overview. On this page you'll be asked to confirm your current program. If this is not properly listed, or you are requesting to graduate from a different program of study please go to Apply to Different Program. This will bring you to the Change of Major form. If your program is correct, click on the apply button under the Application Status heading. You'll now be redirected to the Graduation Application form. Here you'll be asked to supply information about your degree. The first thing you'll be selecting is the anticipated graduation term. Select UG Fall to graduate in the Winter, and Academic Year to graduate in the Spring. In this case this we are applying for Spring Convocation so we will choose the 2023-2024 Academic Year. You will then need to confirm the Preferred Name on your Degree/Certificate. Next, there is an area to include the Phonetic spelling of your name as it will be announced on stage at Convocation. This is not required, but if you want to ensure the correct pronunciation of your name, we recommend doing this. For more information about Phonetic Spelling click the More Info link.

Lastly, we will look at Convocation Details. Here you will select the location you wish to attend for Convocation (Peterborough Symons or Durham GTA Campus). This is so that you convocate at the correct campus. Next, “Do you plan to pick up the certificate at Convocation”, if so, please leave this selected. If you would rather have your degree or certificate mailed to you, please ensure the address listed is correct, or choose ship to a new address, if it is not.

If you would not like your name included in the Trent public list of graduates, please click this next button off.

And lastly, click submit. There you have it! You've applied to graduate!

A confirmation email will be sent to your Trent University email. We encourage you to continue to monitor your Trent account for any updates to your application to graduate.

Deadlines to apply to graduate can be found under Important Dates within the Academic Calendar.

Please notify the Office of the Registrar immediately of any changes you make to your course schedule, as this can affect your eligibility to graduate. We look forward to celebrating your academic success. For more information about convocation, please visit trent.ca/convocation.