

# REQUEST TO GRADUATE

Use this form to apply to graduate.  
See Page 2 for detailed instructions.

\* indicates a required field

Student Info	Legal last name *	First name *	EBU Student Number *
	Daytime Telephone Number *		Birthdate (yyyy/mm/dd) *
	Email Address *		

Credential Info	Your Name (print your name EXACTLY as you wish it to appear on your parchment) *		
	Full name of program you are applying to graduate from *		
	Level of program you are applying to graduate from (choose <u>one</u> only) *		Semester you completed/will complete the program *
	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Post-Degree Diploma <input type="checkbox"/> Associate Degree		<input type="checkbox"/> Fall 20____ <input type="checkbox"/> Winter 20____ <input type="checkbox"/> Other: _____
Do you need a Post-Graduate Work Permit support letter to be issued with your parchment? (international students only) *			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable			

Convocation & Parchment	<b>Convocation Ceremony (choose <u>one</u> only) *</b> Your response is for internal planning purposes only; you can update your answer later on the Convocation Registration form. <input type="checkbox"/> Yes, I plan to attend the Chateau Wiltz Campus ceremony <input type="checkbox"/> Yes, I plan to attend the Online Campus Virtual ceremony <input type="checkbox"/> No, I do not plan to attend  Convocation ceremonies are held each year. All students eligible to graduate are invited and will be sent a Convocation Registration Form in March to fill out to confirm attendance at the ceremony.  <a href="#">All June 2021 convocation ceremonies will be held online.</a>	<b>Parchment Delivery (choose <u>one</u> only) *</b> All students who meet graduation requirements are issued one official EBU parchment. <input type="checkbox"/> I would like my parchment presented to me at the Convocation ceremony <input type="checkbox"/> I will pick up at _____ campus as soon as possible • Photo ID is required for pick-up • You will be contacted when it is ready for you to pick-up <input type="checkbox"/> Mail to my address (must fill in address details in the section below)
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Address Info	Address you want your Credential mailed to: Mailing Address			
	City	Province	Country	Postal code
	Would you like us to update your current mailing address on file with the above details? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Signature	Student records are confidential and are not released without the written consent of the student, unless otherwise required by law. EBU considers falsified requests to be fraudulent. Your signature indicates you are requesting to graduate and the information you provided on this form is correct.	
	_____ Student Signature *	_____ Date *

Office Use Only		
Campus Services Clerk <input type="checkbox"/> Ensure form is complete <input type="checkbox"/> Update email and mailing address in Colleague if applicable <input type="checkbox"/> Scan and send form to Student Records	Processed by (initials):	Date received:

# REQUEST TO GRADUATE

Use this form to apply to graduate from an EBU program. Allow 10 business days for processing; rush requests are not permitted. All required fields on this form must be completed; incomplete requests will result in processing delays.

Submit your Request to Graduate form using one of the following options:

- In person at any Chateau Wiltz Campus Administration office
- By scanning and emailing to [student.services@ebulux.lu](mailto:student.services@ebulux.lu) (recommended method).
- By mailing to:

*Office of the Registrar  
EBU Chateau Wiltz Campus Administration Office  
Attention: Transcript Requests  
Château de Wiltz, L-9516 Wiltz, G.D. of Luxembourg*

## Regulations and procedures regarding requests to graduate

- i. Business Certificate students completing one or more Business Certificates do not need to submit a Request to Graduate form.
- ii. Students in Academic programs must submit a Request to Graduate if you would like to graduate from your program.
- iii. You should be in your final semester or final 10 weeks of your program. Students intending to finish their program in the summer are also eligible to submit their Request to Graduate and attend Convocation.
- iv. All students who apply to graduate will receive detailed information about Convocation, usually by late March.
- v. All students who meet graduation requirements will be issued one official Parchment. Use the Duplicate Parchment Request Form to order replacement/duplicate copies; a fee may apply.
- vi. The College reserves the right to withhold official records for students in arrears including partial payment plans.
- vii. Allow 10 business days for processing once you have submitted your Request to Graduate Form. Rush requests are not permitted.
- viii. Official transcripts are not issued with Parchments.