



EARLY DEGREE ISSUANCE BEFORE CONVOCATION

(Only for students who wish to change the Degree Option after Online Clearance)

STUDENT'S NAME: _____

REG #: _____ PROGRAM: _____

I have selected the following option on the Degree Claim Form at Online Clearance Portal:

- ☐ REGULAR DEGREE (Issued after Convocation)
- ☐ URGENT DEGREE (Before Convocation / Attend Convocation)
- ☐ URGENT DEGREE (Before Convocation / In Absentia Category)

I wish to change the previous option with the new option below and I will not change it again:

- ☐ I WANT MY DEGREE URGENTLY BEFORE CONVOCATION / WILL ATTEND THE CONVOCATION
- *I am ready to pay the Urgent Degree Fee*
 - *I am also interested to attend the forthcoming convocation and I am ready to pay the Gown Charges*
 - *Gown Rent Fee will be refunded if the Gown is returned*
- ☐ I WANT MY DEGREE URGENTLY WITHOUT ATTENDING THE CONVOCATION / IN ABSENTIA CATEGORY
- *I am ready to pay the Urgent Degree Fee*
 - *I will **NOT ATTEND** the forthcoming convocation*
 - *Student name will be placed under the "Degree in Absentia" category, and the student will not be allowed to attend the convocation*

(Sign & Date)

FINANCE DEPARTMENT

☐ Urgent Degree / Attend Convocation

☐ Urgent Degree in Absentia

(Sign & Date)

RECORDS DEPARTMENT

Early Degree Issuance Before Convocation Submitted:

(Sign & Date)