

Graduation FAQ

Q: I am not attending Convocation. How can I obtain my diploma?

A: Degree parchments are held at the Office of the Registrar for one week after convocation for pick-up.
Note: You must present your Student ID (or other acceptable photo identification).

If you wish to have someone else retrieve your diploma on your behalf, this person must present a signed written authorization from you along with acceptable identification verifying he/she is indeed the person noted on your written authorization. Alternatively, you can submit a written authorization directly to us, instead of through your representative.

If your diploma is not retrieved as noted above, the Office of the Registrar will mail out the parchment to your permanent address, which you can verify or update via [Memorial Self-Service](#).

Q: When is the deadline to ensure that my name appears in the convocation program?

The names of candidates who are approved prior to the program publication deadline (approximately two weeks prior to the first day of Convocation) will appear in the convocation program. For those who are approved after the publication deadline, their names will be reflected in an addendum.

Note: If you opt to suppress the release of your name in your Application for Graduation, your name will not be published.

Q: When will I get a letter confirming my eligibility for degree?

Following 1) submission of the Application for Graduation, 2) subsequent assessment and confirmation by the Office of the Registrar that all program requirements have been successfully completed and applicable financial obligations met, and 3) verification that program eligibility has been approved by the appropriate academic authorities, students are officially notified, in writing, regarding their graduation status/eligibility (approximately three weeks prior to the first day of Convocation - earlier if requirements are completed prior to that semester which immediately precedes Convocation). For more inquiries related to eligibility letters, please contact cparsons@mun.ca.

If you have submitted an Application for Graduation and you are completing your last academic semester, and you need a letter verifying your graduation status, please contact the Office of the Registrar at 709 637 6298.

Q: Can I request an invitation letter to invite my overseas guests to attend my convocation?

Yes. Invitation letters will only be issued to students who have applied to graduate, who have met the academic requirements for graduation, and who have no outstanding fees in their student accounts. Please contact the Office of the Registrar at 709 637 6298.

Q: Once I pay my fees owing to MUN, what is the process with my application for graduation?

Once you have met all financial obligations, we will continue to process your application for graduation. Keep in mind that if you are still registered in required courses for the program from which you are graduating, your graduation status will remain as "pending" until after grades are released for the semester, when we do our final assessment.

Q: When does a Memorial University transcript show award of degree?

The award of a Memorial University degree, diploma and/or certificate is reflected on the student's transcript on the first working day following the last session of Convocation.

Q: I lost/damaged my original diploma. How do I order a replacement diploma?

You can submit a signed request outlining the rationale for the request which must include detailed graduation information (i.e. student number, degree and date awarded) as well as contact information (i.e. telephone number, mailing address, email). This request can be submitted in person or by mail to the Convocation Team, Office of the Registrar, Memorial University of Newfoundland, St. John's, NL, A1C 5S7). You must also include either:

- a) A statutory declaration (original) sworn before a Notary* setting forth the evidence for loss of the original diploma, or;
- b) The original diploma, in the case of it being damaged.

*The official request for a replacement diploma must be signed before a Notary Public, or Commissioner of Oaths, and have their official stamp/seal to indicate authenticity.

Note: "Issued to Replace Original" will appear in fine print in the bottom margin of the replacement diploma (along with the date of issuance).

Upon submission of above documentation, you should allow 1 - 2 weeks for processing. If you have any queries regarding replacement diplomas, please contact Convocation Team, convocation@mun.ca or phone 709 864 8265.

Q: Who can I contact if I still have graduation-related questions?

For academic matters, contact the Grenfell Campus Registrar at cparsons@mun.ca or 709 637 6298. For convocation ceremony matters, contact Heather Dawson at heather.dawson@mun.ca or 709 637 7329.