

## **Graduation Application Submission Spring 2021**

### **PLEASE READ ALL INSTRUCTIONS BEFORE SUBMITTING**

As the deadline for the submission of graduation applications approaches, the Registrar's Office wants to ensure that graduation candidates experience a smooth application submission process. **Forms must be submitted to the Registrar's Office via email only at [registrargrad@ub.edu.bs](mailto:registrargrad@ub.edu.bs) by Friday, 29<sup>th</sup> January 2021.** We encourage students to begin this process as early as possible in order to submit the completed form before the deadline stated above.

Please follow the steps below to ensure that you include all required documents for the processing of your graduation application:

1. Ensure that the correct Graduation Evaluation Form is completed. Visit <http://www.ub.edu.bs/academics/graduation/> to fill out the relevant form based on the classifications listed below:
  - a. Undergraduate Single Major
  - b. Undergraduate Single Major with Minor
  - c. Undergraduate Double Majors
  - d. Undergraduate Dual Degrees
2. Complete the form online, ensuring that the following signatures are included;
  - a. Graduate Candidate
  - b. Academic Advisor(s)

- c. Academic Unit Chair(s)
3. After completing the form and before submitting it, log into Banner to ensure that the information listed on your form corresponds to your information in Banner:-,
- a. Name is correct in Banner Self-Service
  - b. Degree and Major are correct in Banner Self Service
  - c. Exemptions and transfer of credits appear on the transcript

NOTE: If there are concerns with items 3a, 3b or 3c, please contact the Registrar's Office at [registrargrad@ub.edu.bs](mailto:registrargrad@ub.edu.bs)

- d. Approved course substitution form(s) are attached
  - e. Please note, **do not send a transcript**
4. List only the courses needed for the Contract of Study on the graduation application form.
5. All fields or sections on the Graduation Evaluation Form **must** be completed. **Please do not enter quality points.** Once you have completed the form and all the information has been confirmed and is accurate, please download and save the document using the following example. ie. Jane Doe Spring 2021 Graduation Application

6. **Payment instructions;**

**Online Payment Instructions - Bahamian Dollars**

Payment by online direct deposit/wire transfer to:

**Royal Bank of Canada**

John F. Kennedy Drive Branch

For Credit to University of The Bahamas – Book account

Checking Account No. 05165-1067982

Additional Information - **Be sure to include: student name, student ID number and reason for payment**

Once you have made payment using the payment instructions above, take a clear screenshot of the payment confirmation/payment receipt to submit the Business Office - Accounts Receivable ([accountsreceivable@ub.edu.bs](mailto:accountsreceivable@ub.edu.bs)). You will also need to submit this to the Registrar as one of the required documents with your graduation application form.

7. Once you have completed steps 1 – 6, you are now ready to submit your graduation application form. In order for your application to be processed, the following three documents must be attached in a single email:

- a) Proof of payment,
- b) Graduation evaluation form, and
- c) Contract of Study.

**Submit your graduation application via email to:**

[registrargrad@ub.edu.bs](mailto:registrargrad@ub.edu.bs). You will receive an email notification confirming receipt of your submission.

**NOTE: Failure to follow the steps outlined above and to include all relevant documents will result in the graduation application not being processed.**