



CIPRIANI COLLEGE OF LABOUR AND CO-OPERATIVE STUDIES
 CHURCHILL ROOSEVELT HIGHWAY, VALSAYN
 “Contributing to Human Resource Development”

APPLICATION FOR GRADUATION I

If you have fulfilled the requirements for graduation, please notify us by completing this form in **BLOCK LETTERS** and submit to the Office of the Registrar.

PERSONAL DETAILS

SURNAME: _____ OTHER NAMES: _____

STUDENT I.D.:

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MAILING ADDRESS: _____

TELEPHONE: _____ EMAIL ADDRESS: _____

PROGRAMME

Please tick the appropriate programme/level completed.

- | | | | |
|--|---|---|-----------------------------------|
| CERTIFICATE <input type="checkbox"/> | DIPLOMA <input type="checkbox"/> | ASSOCIATE <input type="checkbox"/> | BACHELOR <input type="checkbox"/> |
| Credit Union Management <input type="checkbox"/> | Co-operative Emergency Management <input type="checkbox"/> | Environmental Management <input type="checkbox"/> | |
| Human Resource Management <input type="checkbox"/> | Industrial Relations <input type="checkbox"/> | Labour Studies <input type="checkbox"/> | |
| Marketing <input type="checkbox"/> | Occupational Safety and Health <input type="checkbox"/> | Public Relations <input type="checkbox"/> | |
| Project Management <input type="checkbox"/> | Security Management and Administration <input type="checkbox"/> | | |

Year Entered: _____

Valsayn El Dorado San Fernando Tobago

OUTSTANDING COURSES/ COURSES TO BE COMPLETED

Please write the course code(s) and name(s) of any course(s) you have not completed.

SEMESTER 2	SEMESTER 3

Student's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Degree	
Credits Required	
Credits Earned	
GPA	
Approved	
Denied	
Date on which letter posted to student advising him/her of graduation eligibility	

Signature: _____ Date: _____



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APPLICATION FOR GRADUATION II

Please read this contract very carefully before you sign it. Attach the signed contract to your Graduation Application and return it before the published deadline. Your Graduation Application is incomplete without this contract. Incomplete contracts will not be processed or returned.

CLEARANCE FOR DEGREE ISSUE AND LETTERS OF COMPLETION

- 1) The Final Graduation Status Report cannot be published until all grades have been submitted and Final Audits are completed after the 3rd Semester Examinations. A Diploma or a Letter of Completion will not be released until relevant documentary evidence indicates that all graduation requirements have been satisfactorily met. Audits are completed on or about Oct. 9.
- 2) Diplomas are printed in bulk according to pre-existing deadlines. Individual diplomas will not be prepared for each individual candidate, after late submissions. Candidates who do not submit documents before published calendar deadlines, are required to submit **new Notifications of Intention to Graduate and new Graduation Applications for the next Commencement Event** for which they received or will receive clearance for participation.
- 3) Graduation requirements are never a secret. They are published in the assigned years of the **CCLCS Catalogue and Handbook**. Advising is available from your Head of Department. The responsibility for finding out what the graduation requirements are, and for satisfying those requirements, is primarily the responsibility of the Candidate.
- 4) **Verbal agreements are not valid** for graduation clearance. It is the responsibility of the candidate to seek documentary clarification on unclear or confusing requirements. Communications will be sent only to the email that you provide below. **READ YOUR EMAIL REGULARLY.**

NAME (PRINT): _____

CANDIDATE'S SIGNATURE: _____ DATE SIGNED: _____

WITNESS / ADVISORS'S SIGNATURE: _____ DATE SIGNED: _____

CANDIDATE'S EMAIL: _____ CCLCS ID: _____

PHONE CONTACT NOS.: _____ / _____ / _____

POSTAL ADDRESS: _____

REGISTRAR'S OFFICE USE ONLY

Date Received: ____ / ____ / ____

Date Completed: ____ / ____ / ____

Signature: _____