



APPLICATION FOR GRADUATION

- Please complete this form and submit it to the Student Services Office before the deadline announced by the Maldives Polytechnic.
- Complete the form even if you wish to graduate in absentia. Your certificate will not be released unless you have completed the form and submitted it to the Student Services Office.
- Use **BLOCK CAPITALS** and remember to sign and date the declaration. If the declaration is not signed, your application will not be processed at all.
- Information regarding the graduation ceremony will be made available only to applicants who indicate that they will attend.
- A **CLEAR** copy of your **ID card & passport size photo** shall be submitted with this form.

Student Information:

Student Name		Student ID	
National ID		Mobile Number	

Permanent Address:

House Name		Atoll	
Island			

Details of the Program Completed:

Course Name		Level	
Year Joined		Year Completed	
Campus			

Attendance:

	Yes	No
I will attend the graduation ceremony & its rehearsals		

Student Declaration:

I declare that, to the best of my knowledge, I have completed all of my requirements for the above-mentioned course and satisfied all of my financial obligations.			
Signature		Date	

<p>NOTE:</p> <p>Students who are unable to attend the graduation ceremony, can collect the certificates after the day of graduation.</p> <p>Graduates or an authorized person (on behalf of the student) may collect the certificates from the office during office hours (8:00am – 2:00pm)</p> <p>If the certificate is to be collected through an authorized person (on behalf of the student), have to submit the following documents:</p> <ul style="list-style-type: none">- The completed “Authorization letter” from the student- Original copy of ID card of the authorized person
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FOR OFFICE OF STUDENT SERVICES USE ONLY

Form Received by:	Name:.....
	Signature:
	Date:
	Time: