

**Graduation Application**

Instructions: Complete this form prior to completing your last/6<sup>th</sup> training module. Once completed submit it to a member of our QBITTI MIS Staff. Staff will then review your school record, issue you an interim transcript, and provide you with a checklist of requirements achieved, and those you need in order to graduate. Do not submit this application before completing your 5<sup>th</sup> training module or course. If submitted too early the application will not be processed. In addition, any delay in submitting this application can and will cause a delay in processing your graduation documentation. It is incumbent upon ***you***, the student, to complete this application on time, and submit it when due. Lastly, this application must be completed in its entirety, any omissions or errors will delay processing, and subsequently delay your graduation.

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Instructions: Print name exactly as you want it to appear on your diploma. Place one letter in each box. (Official Documentation required for a name change.)

1. First Name:   

2. Middle Name or Initial:   

3. Last Name:   

3. Last 4 Digits of Your Social Security Number:   

5. Certificate Program Completed: (Check the appropriate training program.)

Building Maintenance	<input type="checkbox"/>	Photocopier Technician	<input type="checkbox"/>
Certified Fiber Optic Technician	<input type="checkbox"/>	Plumber's Helper	<input type="checkbox"/>
Electrician's Helper	<input type="checkbox"/>	Telecommunications Technician	<input type="checkbox"/>

6. Student Signature: \_\_\_\_\_

7. Application Date: \_\_\_\_\_

<b>Office Use Only:</b>	<b>Form Submitted on Time: Y / N</b>
<b>Reviewed By:</b> _____	<b>Date Completed:</b> _____
<b>Interim Transcript Issued: Y / N</b>	<b>Graduation Assessment Plan Issued Y / N</b>
File Name: QBI0022-Graduation Application	