



What you need to do:

Step 1

Apply to graduate through your myTRU.

- ◆ All TRU students must apply to graduate in order to receive their credentials.
 - ▷ If you are completing in Fall semester, apply by **November 30**
 - ▷ If you are completing in Winter semester, apply by **March 31**
 - ▷ If you are completing in Summer semester, apply by **July 31**
- ◆ Missing these deadlines may delay the processing of your graduation.
- ◆ If you are planning to attend the convocation ceremonies, you must register before the [convocation deadline](#)

Step 2

Check your graduation requirements.

- ◆ Use [Degree Works](#) (TRU Program Plan) to check if you have met all program requirements.
- ◆ All program requirements must have a minimum C- or higher. Students in PBD Accounting, PBD Finance, BBA Accounting and Finance majors have higher grade requirements for some courses. See your Degree Works for more information.
- ◆ You may ask your Program Advisors to double check your program requirements by filling out our [Undergraduate Advising Form](#)

Step 3 (for International Students)

Attend an Immigration, Refugees and Citizenship Canada (IRCC) Workshop.

- ◆ [Workshop Schedule](#)
- ◆ It is the student's responsibility to ensure that they have a valid status until their graduation is approved.
- ◆ You may only apply for your Post-Graduation Work Permit after your graduation has been processed.

Step 4

Complete your remaining course requirements.

- ◆ All of your courses must be completed by the end of your last semester.
- ◆ If you are taking online courses, they must be completed with grades posted by the end date of each semester: [Dates and Deadlines](#)

What to expect once your grades are posted in your myTRU account:

Important! The entire process can take up to 4 weeks from the day your grades are posted in your myTRU.

- ▷ If you are completing in Fall semester, you may not receive your documents until **the 4th Week of January**
- ▷ If you are completing in Winter semester, you may not receive your documents until **the 4th Week of May**

1. The Program Advisors will audit all students who have applied to graduate.
2. Once approved, your graduation approval will be sent to the Graduation office to be processed. It may take several weeks for them to process your official graduation.
3. Please keep checking your myTRU for your graduation application status. When it has changed to "Approved" or "Awarded," you can then obtain the following documents:
 - ▷ [Final official transcript](#) – Order through your myTRU account
 - ▷ [Confirmation Letter](#) (for International Students) – Request online from International Admissions
4. If you have indicated on your graduation application that you will be attending [Convocation](#), please visit the website to learn more about the event.

