

**This is NOT your registration to attend a ceremony. After the release of your results you will be notified by the Graduations Office of the upcoming ceremonies (via a hard copy letter to your preferred mailing address and also by OCC to your OASIS account). Please note attendance at a ceremony is NOT guaranteed until completing the Graduation online registration which is open after the release of your results.**

To be completed by ALL students EXCEPT Doctoral and Masters by Research (Thesis) students

## Deadline for Submission

Application forms MUST be lodged with your School no later than

**15 June** - students completing their course at the end of Semester 1 (local & overseas ceremonies)

**15 November** –students completing their course at the end of Semester 2 (local & overseas ceremonies)

Failure to submit this form by the deadline date, or any outstanding results may delay your graduation

## Outstanding Results

If you are granted a supplementary or deferred examination, are attending Summer/Winter School, waiting for RPL to be processed or have outstanding components or results, you will NOT be eligible to attend the current round of graduation ceremonies.

## Course Completion

If units passed under another course title are required as credit towards the course being claimed and they are not currently showing on your academic record, you must apply for the relevant Subject Exemption/Credit with an Application for Recognition of Prior Learning and submit it to your Student Services Office immediately.

PLEASE PRINT CLEARLY - Incomplete forms may delay the processing of your application

## Students

|                |                      |             |                      |
|----------------|----------------------|-------------|----------------------|
| Student number | <input type="text"/> | Family Name | <input type="text"/> |
| Given names    | <input type="text"/> |             |                      |
| Formal name*   | <input type="text"/> |             |                      |

\*Your formal name is as it will appear on your award and must be your legal name as it appears on your Birth Certificate, Marriage Certificate or Passport. If your name is different to that which appears in your OASIS account you must submit a formal application for name change and attach supporting documentation . Charges may apply.

Course

E.g. Bachelor of Commerce (Accounting) please include major

|  |                      |                      |                      |
|--|----------------------|----------------------|----------------------|
| School or Department e.g. School of Accounting | <input type="text"/> | Study Package Number | <input type="text"/> |
|--|----------------------|----------------------|----------------------|

|               |                      |              |                      |
|---------------|----------------------|--------------|----------------------|
| Current email | <input type="text"/> | Phone number | <input type="text"/> |
|---------------|----------------------|--------------|----------------------|

|                                |                      |              |                      |
|--------------------------------|----------------------|--------------|----------------------|
| Other email<br>(e.g. overseas) | <input type="text"/> | Phone number | <input type="text"/> |
|--------------------------------|----------------------|--------------|----------------------|

To the best of my knowledge I have completed (or expect to complete with my current enrolment) the course specified above by achieving passing grades or having gained exemption from units required for this course. **I understand that if I have outstanding results as specified above, I will not be eligible to attend the current round of graduation ceremonies. I understand this is not my graduation registration and my contact details are current in OASIS.**

Signature of applicant:  Date:

### PLEASE NOTE

- If you require proof of submission please submit this form to your School/Student Services Office and request a signed photocopy.
- Ensure your contact details (mailing address, phone and email) are up to date in your OASIS account. It is the responsibility of the student to continue to update contact details following the completion of your course.
- To apply for an Intermediate Award please complete the Application for Intermediate Award form.

## School/Department use only

|                                 |                      |                     |                      |
|---------------------------------|----------------------|---------------------|----------------------|
| SSC Officer's Signature         | <input type="text"/> | Date Lodged         | <input type="text"/> |
| Date course completion approved | <input type="text"/> | Date sent to school | <input type="text"/> |