

Graduation checklist

- Make sure your name is correct**
If your name is incorrect, you must lodge a Change of Personal Details form at any Student Central and notify Graduations by email once your name has been updated
Deadline: 5.00pm
graduations@uws.edu.au
- Notify Graduations if you wish to defer graduation**
Deadline:
graduations@uws.edu.au
- Pay your graduation fees**
Deadline:
<http://ipay.uws.edu.au>
- Notify Graduations of any special assistance required for ceremony**
Deadline:
graduations@uws.edu.au
- Graduating in absentia?**
Make sure that your address details are up to date
Deadline:
graduations@uws.edu.au
- Alumni membership**
Complete the Alumni membership form
Deadline:
www.uws.edu.au/newalumni
- On the day**
Arrive 90 minutes before start time to register and pick up your full UWS academic dress

University of Western Sydney
Locked Bag 1797
Penrith NSW 2751 Australia
www.uws.edu.au

Student Central Infoline
1300 668 370
studentcentral@uws.edu.au



What do I need to do to attend my graduation ceremony?

Graduation fee

To attend your graduation ceremony you must pay a compulsory graduation fee of \$55.00. You must pay this fee by **6 September 2010** or you will be graduated in absentia, which means you will not be able to attend your ceremony.

Academic dress

You must wear full UWS academic dress to attend your ceremony. All items of academic dress (gown, hood or stole, trencher or bonnet) are available for hire or purchase from the University.

You can hire all three items at a cost of \$63.00 or hire or purchase these items individually. More information about academic dress is available at www.uws.edu.au/graduation

Payment of fees

You must pay the compulsory graduation fee of \$55.00 and academic dress fees by **6 September 2010**. If you do not make payment on or before this date, you will be graduated in absentia.

Payment options

You can pay online through iPay at <http://ipay.uws.edu.au> using a credit card or you can print an internet order form through iPay and make your payment using BPay or POST billpay.

When making payment in iPay, you will need to select 'Graduation', then select from the following options:

A) Standard graduation - to pay for production of your testamur, academic transcripts, guest tickets, refreshments after the ceremony and full academic dress hire.

B) Dress purchase options

Please note: You will need to present your invoice/receipt along with your Student ID card at the registration desk on the day of your ceremony to register and collect your academic dress.

Special access requirements

If you or one of your guests require special assistance or access on the day, such as wheelchair access or a helper to cross the stage, you must notify the University by emailing graduations@uws.edu.au by **6 September 2010**.

Defer your graduation

If you wish, you may defer your graduation to attend the September 2011 ceremony. If you choose to do this, you must advise the University by emailing graduations@uws.edu.au by **23 August 2010**.

If you do not receive confirmation of your request to defer graduation within 24 hours, please ring Graduations on 02 9772 6555.

If you do not notify the University that you wish to defer your ceremony, then you will be graduated in absentia at the April 2011 ceremonies.

Change of name

Please ensure that your name is correct on your confirmation of graduation letter as this is the name that will appear on your testamur.

If your name is incorrect, you will need to lodge a Change of Personal Details form at any Student Central and notify Graduations once your name has been updated by emailing graduations@uws.edu.au by 5:00pm **23 August 2010**. Any name change required to your testamur or transcript after graduation will incur a fee.

Graduating in absentia

If you graduate in absentia, your testamur will be mailed to your current postal address in MySR after the April graduation ceremonies have finished. A mailing fee applies and payment can be made through iPay at <http://ipay.uws.edu.au> More information is available at www.uws.edu.au/graduations

UWS Alumni membership

Graduates are encouraged to complete the online UWS Alumni membership form at www.uws.edu.au/newalumni before **21 August 2010**.

When completing this form, you can also join the UWS Alumni GradLife program which gives you access to a great range of exclusive benefits, invitations and news.

Membership is free! Simply indicate your preference to join the program when you fill out the online UWS Alumni membership form. More information is available at www.uws.edu.au/newalumni or by emailing alumni@uws.edu.au.

On the day

The ceremony will be held in the Ian and Nancy Turbott Auditorium (Building EE) at Parramatta campus and will take approximately 1-2 hours.

You will need to arrive and register no later than 90 minutes before your ceremony begins. Don't forget to allow time to pick up your academic dress if you are going to hire these items.

To register, you will need to record your name at the registration desk where you will be provided your seat allocation and guest tickets. After you have registered you will need to collect your academic dress.

If you hire your academic dress, you will need to ensure it is returned no later than 45 minutes after the completion of your ceremony.