Graduation Checklist

☐ Notify Graduations if your name is incorrect
   Deadline: 31 August 2009
   graduations@uws.edu.au

☐ Notify Graduations if you wish to defer graduation
   Deadline: 31 August 2009
   graduations@uws.edu.au

☐ Pay your Graduation fees
   Deadline: 7 September 2009
   http://ipay.uws.edu.au

☐ Notify Graduations of any special assistance required for ceremony
   Deadline: 7 September 2009
   graduations@uws.edu.au

☐ Graduating in absentia?
   Make sure that your address details are up to date
   Deadline: 7 September 2009
   https://myuws.uws.edu.au/

☐ Alumni Membership
   Complete the Alumni Membership Form
   www.uws.edu.au/NewAlumni

☐ On the Day
   Arrive 90 minutes before start time to register and pick up your full UWS Academic Dress
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 7 September 2009 or you will be graduated in absentia, which means that 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 and can also hire or purchase these items individually. More information about Academic Dress is available at [www.uws.edu.au/graduation](http://www.uws.edu.au/graduation)

**Payment of Fees**
You must pay the compulsory graduation fee of $55.00 and Academic Dress fees by 7 September 2009. If you do not make payment on or before this date, you will graduate in absentia.

**Payment Options**
You can pay online through iPay at [http://ipay.uws.edu.au](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 the ‘Graduation’ category. Once in iPay, you can 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 7 September 2009.

**Defer your Graduation**
If you wish, you may defer your graduation to attend the April 2010 ceremony. If you choose to do this, you must advise the University by emailing graduations@uws.edu.au by 31 August 2009.

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 September 2009 ceremonies.

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

If your name is wrong, please notify graduations@uws.edu.au by 31 August 2009 or your testamur will be printed with the name as indicated in your letter. Any name change required to the 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 September graduation ceremonies have finished. A mailing fee applies and payment can be made through iPay at [http://ipay.uws.edu.au](http://ipay.uws.edu.au). More information is available at [www.uws.edu.au/graduation](http://www.uws.edu.au/graduation)

**UWS Alumni Membership**
Graduates are encouraged to complete the online UWS Alumni Membership Form at [www.uws.edu.au/NewAlumni](http://www.uws.edu.au/NewAlumni) before their graduation ceremony.

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](http://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.

07/09