Read these instructions and the important information on page 2 before completing this application. +

Applications close 5pm, 19 November 2010.

Complete this form in BLACK INK using CAPITAL LETTERS. Mark appropriate answer boxes with a cross (X).

You will graduate from the course displayed on your course record in MySR so make sure your enrolment details are correct.

Please ensure details of your key program, major and sub-major are correct in MySR. Graduation ceremonies will be held from mid April to late April. Scheduled dates to be advised later.

1 - PERSONAL DETAILS

Student ID number

Daytime contact phone number

Title

Family name

Given name(s)

2 - GRADUATION CEREMONY DETAILS

I wish to (please cross one box only):

☐ Attend - I will be attending the graduation ceremony in Sydney.

☐ Graduate in absentia - If you elect to graduate ‘in absentia’, your award will be conferred in your absence. Your testamur will be mailed to your postal address listed in MySR after the Sydney graduation ceremonies upon receipt of the mail out payment.

If you are eligible to graduate, ceremony and payment details will be sent to you during March 2011.

3 - DEGREE DETAILS

Full title of your Degree/Diploma

Double degree partial completion (if applicable)

Early exit point (if applicable)

Please ensure that you have selected your unit set (key program, majors, sub-majors) in MySR. If elective majors or sub-majors are not available in MySR, you will need to complete a Course Variation form.

4 - CHECKLIST

☐ Enrolment details correct in MySR?

Make sure your details are correct, including your key program, major and/or sub-major.

If you cannot see any details, please contact your School before submitting your Application to Graduate.

☐ Transferring to another course?

Make sure you submit your Course Variation Application by 21 January 2011.

www.uws.edu.au/coursetransfer

☐ Undertaken Cross Institutional study?

You must submit your Request for Advanced Standing after Cross Institutional Study by 21 January 2011.

www.uws.edu.au/crossinstitutionalstudy

☐ Eligible for credit for previous tertiary study?

You must submit your Advanced Standing Application by 21 January 2011.

www.uws.edu.au/advancedstanding

5 - STUDENT DECLARATION

I hereby apply to have the award indicated above conferred upon me at the April 2011 graduation ceremony.

Student’s signature

SIGN HERE

Date

D D / M M / Y Y Y Y

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University’s functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University’s policies.
Important information for students applying to graduate

Check your student email account
Important information about graduating will be sent to your student email account in the lead up to your ceremony, so you need to make sure you check your student email account regularly.

Key program, majors, sub-majors
You need to ensure any key program, any majors or sub-majors to which you are entitled to have been selected in MySR.

Correct personal details
You must ensure that your name and address details are correct. If you need to change your address please, update your details using the ‘profile’ menu in MyStudentRecords as soon as possible, as we will send graduation information to the address in MySR. If you need to change your name, you must complete a ‘Change of Personal Details’ form available from www.uws.edu.au/forms and lodge it with appropriate identification at any Student Central before lodging this form.

Double degree partial completion (Only complete if this applies to you)
If you are currently enrolled in a double degree course but are applying to graduate with one half of your degree, please list that degree. For example, if you are enrolled in the Bachelor of Arts/Bachelor of Laws but have only completed the Bachelor of Arts, then list the Bachelor of Arts in this section. If you have completed the requirements for both degrees and are applying to graduate from the full double degree, then leave this section blank.

Early exit point (Only complete if this applies to you)
If you are currently enrolled in a course but wish to graduate from an approved early exit point, please list the award you have completed in section 3. For example, if you are enrolled in a Masters program, you may wish to graduate from an approved early exit point with the award Graduate Diploma as outlined in the online UWS Handbook at http://handbook.uws.edu.au/hbook.

Applying for further study
If you are applying through UAC for further study in 2011/12, please email admissions@uws.edu.au to advise that you have applied to graduate and have lodged an application with UAC. You will need to include your UAC application number, the course code you have applied for and your UWS course details.

Closing date for applications
Applications to graduate close at 5pm on 19 November 2010.

Lodging this form
Please lodge your form with any Student Central or post to:
Assessment & Graduation Unit, University of Western Sydney, Locked Bag 1797, Penrith NSW 2751