

Graduation Information

I'm graduating, what do I do next?



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 and AHEGS (Australian Higher Education Graduation Statement http://www.uws.edu.au/graduation_statement/AHEGS).

If your name is incorrect, you 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, 22 August 2011. Name changes required to your testamur or AHEGS after graduation will incur a fee.

Defer your graduation

If you are unable to attend the ceremony you may be eligible to defer your graduation. You are only able to defer for one graduation period. If you choose to do this, you must advise the University by emailing graduations@uws.edu.au by 26 August 2011. If you do not receive confirmation of your request to defer graduation within two business days, please ring Graduations on 02 9772 6555.

If you do not notify the University that you wish to defer your ceremony, you will graduate in absentia at the September 2011 ceremonies.

Graduation attendance fee

If you are attending your graduation ceremony, you must pay the compulsory graduation fee (\$55.00) and the academic dress hire or purchase fee by 9 September 2011. If you do not make payment on or before this date, you will graduate in absentia. For more information refer to 'Graduating in absentia'.

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 \$65.00 or purchase these items individually. More information about academic dress is available at www.uws.edu.au/graduation



Visit www.uws.edu.au/graduations

Payment options

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

When ordering through iPay, select 'Graduation', then select from the following options:

A) Standard graduation - covers the graduation attendance fee and full academic dress hire.

B) Dress purchase options - when making a payment please select the attendance fee and the items you are purchasing.

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, please notify the University by emailing graduations@uws.edu.au by 9 September 2011.

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 need to arrive and register 90 minutes before your ceremony start time.

To register, you will need to record your name at the registration desk where you will receive 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 must ensure it is returned no later than 45 minutes after the completion of your ceremony.

Guest tickets

Students will be issued with four guest tickets; requests for additional tickets may be made on the day when registering and will be subject to availability depending on ceremony size.

Parking on the day of your graduation ceremony

On-site parking is available at no cost on the day of your graduation ceremony. Parking is available in blue marked bays only or as otherwise directed by UWS parking attendants and security.

Graduating in absentia

A mailing fee applies for students graduating in absentia. Payments should be made at <http://ipay.uws.edu.au> by selecting 'Graduate in absentia'.

After the ceremonies are finished and upon receipt of your payment, your testamur and AHEGS will be mailed to your current postal address in MySR.

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 26 August 2011.

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

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, 22 August 2011
graduations@uws.edu.au
- Notify Graduations if you wish to defer graduation**
Deadline: 26 August 2011
graduations@uws.edu.au
- Alumni membership**
Complete the Alumni membership form
Deadline: 26 August 2011
www.uws.edu.au/newalumni
- Pay your graduation fees**
Deadline: 9 September 2011
<http://ipay.uws.edu.au>
- Notify Graduations of any special assistance required for ceremony**
Deadline: 9 September 2011
graduations@uws.edu.au
- 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