

## Undergraduate Checklist to receive your testamur

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*Keep this form for your reference*

If you wish to attend the conferral ceremony, please use **checklist A – For attending 7 December 2011 - UNSW Canberra Conferral Ceremony**. If you do not wish to attend the conferral ceremony, please use **checklist B – To have your award mailed to you**.

I have: Checklist A - For attending 7 December 2011 - UNSW Canberra Conferral Ceremony

- Read the graduation information on the website ([www.unsw.adfa.edu.au](http://www.unsw.adfa.edu.au))
- Filled out an Intention To Graduate Form and return to Student Administrative Services
- Pick up graduation tickets from Student Administrative Services. Bring ID you must sign for tickets. They can be collected from Monday 7 November from Student Administrative Services
- Check that your personal information on your graduation ticket is correct. If there is an error you should contact Student Administrative Services immediately. In particular Name shown correctly, your degree details are correct including your majors, your attendance status is correct
- Check that your contact details are correct on myUNSW. Please update your home and mailing addresses, contact telephone numbers and personal email addresses (other than your ADFA student email account)
- Check that you have cleared all your outstanding debts with the University. Debts are all fees, loans, library fines and equipment. For information about fees please check your myUNSW online student record or contact Student Administrative Services
- Ensure you have paid for the hire of your Academic Dress. These charges MUST be paid by Friday 18 November. If after the 18 November please contact [connect.graduations@uws.edu.au](mailto:connect.graduations@uws.edu.au).
- Collect your Academic Dress on Tuesday 6 December unless you have made prior arrangement by emailing [connect.graduations@uws.edu.au](mailto:connect.graduations@uws.edu.au).
- Ensure that you have registered at the Registration Desk in the foyer of Adams Hall between 9:00am and 9:30am if you are attending the Business, Humanities and Social Sciences Ceremony and between 1:00pm and 1:30pm if you are attending the Engineering, Science and Technology Ceremony.
- Ensure that you are seated in Adams Hall no later than 9:30am if you are attending the morning ceremony and 1:30pm for the afternoon ceremony. If you are not seated by these times, you will be graduated in absentia and you will not be permitted to participate in the ceremony.

I have: Checklist B - To have your award mailed to you

- Read the graduation information on the website ([www.unsw.adfa.edu.au](http://www.unsw.adfa.edu.au))
- Filled out an Intention To Graduate Form and return to Student Administrative Services
- Check that your personal information on your graduation ticket is correct. If there is an error you should contact Student Administrative Services immediately. In particular Name shown correctly, your degree details are correct including your majors, your attendance status is correct
- Check that your contact details are correct on myUNSW. Please update your home and mailing addresses, contact telephone numbers and personal email addresses (other than your ADFA student email account)
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