

Checklist to receive your Testamur (award certificate)

EXAMINATIONS AND GRADUATIONS OFFICE
 STUDENT ADMINISTRATION SERVICES
 MELVILLE HALL BUILDING (12)
 Canberra ACT 0200 Australia

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 Email: Graduation.Officer@anu.edu.au
www.anu.edu.au/sas/graduation

Keep this form for your reference.

If you wish to attend a ceremony, please use *Checklist A – For attending December 2008 Graduation.*

If you do not wish to attend a ceremony, please use *Checklist B – To have your award mailed to you.*

✓ Checklist A- For Attending December 2008 Graduation Ceremony

I have:

- Read the graduation information on the website (www.anu.edu.au/sas/graduation)
- Checked my degree and personal information on my invitation is correct.
- Completed the *Response to Invitation* form on ISIS or by returning the hardcopy form to the *Examinations & Graduations Office* by 14 November 2008. *We will NOT contact you to confirm receipt. You can check your status on ISIS one week after the due date to ensure we have received and entered your response.*
- Paid any outstanding fees and fines to the University by 14 November 2008.
- Emailed the *Examinations & Graduations Office* with seating requirements for my guests with disabilities/special seating requirements (if applicable).
- Entered the guest invitation ballot between 20 October – 21 November 2008 if I require more than 2 guest invitations. *You MUST enter the ballot to receive additional guest invitations.*
- Checked final eligibility to graduate on ISIS on 2 December 2008
- Picked up my guest invitations from the *Information Centre, Union Court* on 8 to 10 December between 9am-5pm. *Guest invitations will NOT be mailed.*
- Made arrangements to be at the venue 1 hour prior to my ceremony to register, collect my own seating allocation and hear any additional instructions from the ceremony Marshall.
- Updated my ISIS mailing address to the address I wish all future correspondence from the University to be forwarded.
- Noted that ISIS, email and all other services cease on 31 January 2009. I have copied to another account any emails I wish to keep.

✓ Checklist B- To have your award mailed to you in December 2008 (Graduate *In absentia*)

I have:

- Read the graduation information on the website (www.anu.edu.au/sas/graduation).
- Checked my degree and personal information on my invitation is correct.
- Completed the *Response to Invitation* form on ISIS or by returning the hardcopy form to the *Examinations & Graduations Office* by 14 November 2008. *We will NOT contact you to confirm receipt. You can check your status on ISIS one week after the due date to ensure we have received and entered your response.*
- Paid any outstanding fees and fines to the University by 14 November 2008.
- Checked final eligibility to graduate on ISIS on 2 December 2008
- Updated my ISIS mailing address to the address I want my testamur mailed to by 24 November. It will take up to 6 weeks (from December 15) for my testamur to reach me.
- Noted that ISIS, email and all other services cease 31 January 2009. I have copied to another account any emails I wish to keep.