

## Checklist to receive your Testamur (award certificate)

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

Telephone: +61 2 6125 8315  
 Facsimile: +61 2 6125 2202  
 Email: [Graduation.Officer@anu.edu.au](mailto:Graduation.Officer@anu.edu.au)  
[www.anu.edu.au/sas/graduation](http://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 2009 Graduation*.

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

<p>✓ <b>Checklist A- For Attending December 2009 Graduation Ceremony</b></p> <p>I have:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read the graduation information on the website (<a href="http://www.anu.edu.au/sas/graduation">www.anu.edu.au/sas/graduation</a>)</li> <li><input type="checkbox"/> Checked my degree and personal information on ISIS is correct.</li> <li><input type="checkbox"/> Completed the <i>Response to Invitation</i> form on ISIS or by returning the hardcopy form to the <i>Examinations &amp; Graduations Office</i> by 13 November 2009. <i>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 your response.</i></li> <li><input type="checkbox"/> Paid any outstanding fees and fines to the University by 13 November 2009.</li> <li><input type="checkbox"/> Returned Gown Hire form to Student Union if hiring Academic Dress by 13 November 2009.</li> <li><input type="checkbox"/> Emailed the <i>Examinations &amp; Graduations Office</i> with seating requirements for my guests with disabilities/special seating requirements (if applicable).</li> <li><input type="checkbox"/> Entered the guest invitation ballot between 13 October and 13 November if I require more than 2 guest invitations. <i>You MUST enter the ballot to receive additional guest invitations.</i></li> <li><input type="checkbox"/> Checked final eligibility to graduate on ISIS on 1 December 2009</li> <li><input type="checkbox"/> Picked up my guest invitations from the <i>Information Centre, Union Court</i> on 7 – 9 December between 9am-5pm. <i>Guest invitations will NOT be mailed.</i></li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Updated my ISIS mailing address to the address I wish all future correspondence from the University to be forwarded.</li> <li><input type="checkbox"/> Noted that ISIS, email and all other services cease on 31 December 2009. I have copied to another account any emails I wish to keep.</li> </ul>	<p>✓ <b>Checklist B- To have your award mailed to you (Graduate <i>In absentia</i>)</b></p> <p>I have:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read the graduation information on the website (<a href="http://www.anu.edu.au/sas/graduation">www.anu.edu.au/sas/graduation</a>).</li> <li><input type="checkbox"/> Checked my degree and personal information on ISIS is correct.</li> <li><input type="checkbox"/> Completed the <i>Response to Invitation</i> form on ISIS or by returning the hardcopy form to the <i>Examinations &amp; Graduations Office</i> by 13 November 2009. <i>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 your response.</i></li> <li><input type="checkbox"/> Paid any outstanding fees and fines to the University by 13 November 2009.</li> <li><input type="checkbox"/> Checked final eligibility to graduate on ISIS on 1 December 2009.</li> <li><input type="checkbox"/> Updated my ISIS mailing address to the address I want my testamur mailed to by 1 December. It will take up to 6 weeks (from December 11) for my testamur to reach me.</li> <li><input type="checkbox"/> Noted that ISIS, email and all other services cease 31 December 2009. I have copied to another account any emails I wish to keep.</li> </ul>
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