



Complete and sign this form to graduate from your course at Victoria University (VU), receive your certificate (award), and attend the offshore Graduation Ceremony in Malaysia. Please read the information and instructions below carefully before you complete the details.

APPLICATIONS FOR THE MALAYSIA VU GRADUATION CEREMONY CLOSE ON 6 DECEMBER.

Applications received after this date will be automatically transferred to the next round of Graduations.

You must complete all the details below, sign and date the form and send it to the address below. If you are applying for more than one award, you should complete a separate form for each award. Your eligibility to graduate will be withheld if you have any fees or fines owing to the University. You must clear these debts to become eligible.

Please write in BLOCK LETTERS using a black or blue pen.

FAMILY NAME: _____ STUDENT ID: _____

GIVEN NAME: _____ DATE OF BIRTH: / /19

PLEASE NOTE

The name printed on your certificate will be identical to the name on your student enrolment record.
Any variation to your name requires completion of a Personal Details Amendment form with relevant documentation attached, either original or certified copy.

CONTACT DETAILS

STREET NUMBER AND NAME: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

COUNTRY: _____ PHONE: _____ MOBILE: _____

EMAIL ADDRESS: _____

Do you want this address recorded as your permanent address on your student enrolment record? NO YES

COURSE DETAILS – *You must complete a separate form if applying for more than one award.*

COURSE NAME: _____

COURSE CODE: _____

YEAR COMPLETED: _____ TEACHING PERIOD: _____ LOCATION: _____

I would like to request a **Letter of Completion** to be sent to the above address*

REASON: _____

* The process normally takes two or three weeks to complete as your eligibility is dependent upon Faculty approval. In peak periods the process can take longer.

STUDENT SIGNATURE: _____ DATE: / /20



STUDENTS - PLEASE KEEP THIS SECTION FOR YOUR REFERENCE

DATE SUBMITTED: / /20

- Your form will be recorded on the Graduation database and sent to your Faculty or School for approval.
- You will receive notification of your eligibility to graduate, and other relevant information, including your Letter of Completion, approximately six weeks before the ceremony. If you choose not to attend the ceremony you will graduate in absentia and receive your award/certificate after the Graduation Ceremony.
- It is very important that you notify us of any change of address and complete a Personal Details Amendment form.

CONTACT

Enquiries [GOTOVU www.vu.edu.au/gotovu](http://www.vu.edu.au/gotovu)
Phone +613 9919 6100
Web www.vu.edu.au/future-students

STUDENT SERVICE CENTRES

City Flinders Newport
City King St Albans
Footscray Nicholson Sunshine
Footscray Park Werribee
Melton

MAIL TO

Assessment and Graduations
Office
St Albans Campus
Victoria University
PO Box 14428
Melbourne VIC 8001

PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (www.vu.edu.au/privacy).