



# 2017 GRADUATION APPLICATION FORM

**Students MUST submit this FORM & RECEIPT to the Student Admin Office by FRIDAY 3 MARCH 2017 or they will not be assessed for graduation.**

Please print **CLEARLY** in block capitals

Gender (please tick ✓)

Male Female

Student ID

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**IMPORTANT:** The name you are officially registered under will appear on your certificate. Students requesting for change of name on their certificate must provide supporting documents.

SURNAME

First Name

Middle Name

Student Name

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Programme: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_ Email: \_\_\_\_\_

Graduate in person, please tick: YES  NO

Students not attending can uplift their certificate the day after the Graduation Ceremony.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Date form received \_\_\_\_\_ Received by \_\_\_\_\_

*For Official Use Only - Graduation Application Form Receipt*



## ***Students must keep this receipt until graduation***

### IMPORTANT NOTES:

1. Graduation Rehearsal                      Thurs 6 April 2017 - NUS GYM
2. GRADUATION                                      FRIDAY 7 APRIL 2017 - NUS GYM
3. Application Fee                                      \$39
4. Penalty for late application              Application Fee plus \$50
5. All graduands to wear NUS academia regalia hired from NUS Administration

Programme	Hire Rate	Refund if returned by Friday 5 May 2017
Degree	\$250	\$100
Diploma & Certificate	\$200	\$100

6. Refunds can be processed IMMEDIATELY after the graduation ceremony upon return of gown
7. Students are duty bound and obliged to return these University properties after graduation and will be invoiced the full cost if gown is not returned before or by 5/5/17

Student ID

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Finance Receipt Number: \_\_\_\_\_

SURNAME

First Name

Middle Name

Student Name

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Date form submitted \_\_\_\_\_ Received by \_\_\_\_\_

**Deadline: Submit this Form to Student Admin Office after you pay at Finance by Friday 3 March, 2017 4.00pm**