

NOTIFICATION OF INTENT TO GRADEATE FORM HEFOR35

Please Note

This form is to be used by SCEI-HE students who have completed their final unit of study or are in their final semester who wish to inform SCEI-HE of their intent to graduate with an award.

The SCEI-HE Corporate Board confers and grants awards to students who have satisfied all requirements of the award in which they are enrolled. Graduands will be presented with their testamur during a graduation ceremony. If students do not wish to attend the graduation ceremony, testamurs and statement of results will be posted to students after conferral. Please refer to HEPP32 Conferring Academic Qualifications Policy and Procedure for further information.

Section 1 – Student Details			
Student Number		Date of Birth	
Given Names		Surname	
Primary Email		Mobile Phone	
Postal Address			
City/Suburb		State	
Country		Postcode	

The name on your testamur and statement of results must be the same as what appears on your student record. If there are any discrepancies, this may delay your graduation or issuance of certificates. The address that you have listed will be used to post out your testamurs and statement of results if not attending the graduation ceremony. Students will be advised of the next graduation ceremony by email or post upon receipt of this form.

Section 2 – Qualification	
Name of Qualification	
Expected Completion	<i>Semester</i> <i>Year</i>

Section 3 – Ceremony Details	
☐ I wish to attend the graduation ceremony and will receive my testamur and statement of results at the ceremony.	
☐ I will not be attending the graduation ceremony and wish to graduate in absentia and receive my testamur and statement of results at the address nominated above.	
Please nominate the number of guest tickets you will like (maximum 3). ()	

Section 4 – Student Declaration			
I certify that the information I have provided is true and correct.			
Applicant Name		Date	
Signature of Applicant			
Please email or post this form to the address listed above.			