

Graduation Checklist

To avoid unnecessary stress, complete the following Check List to ensure you have completed everything you need to before the graduation ceremony.

- 1) **Check your eligibility to graduate.** If you are unsure, or have not already had confirmation of this from the University, contact the Student Advisors in your College Office.
- 2) **Apply to Graduate** via [myUC](#). Check the graduation website for application opening and closing dates.

Please note: If you are applying to Graduate in December and you are enrolled in the second semester, or if you have completed a thesis which is currently under examination, you may apply in advance of completing your studies/receiving your final result(s).

You will receive an instant confirmation that your application has been submitted. If you do not receive this, contact us at graduation@canterbury.ac.nz immediately.

- 3) We will check your eligibility to graduate again and contact you if you if there are any problems with your application.
- 4) **Order your academic regalia.** Regalia is available for hire from Graduate Women Canterbury. For further information visit <http://www.canterbury.ac.nz/study/graduation/apply/regalia/> .
If you have applied to graduate at the Rotorua ceremony, please visit <http://www.canterbury.ac.nz/study/graduation/rotorua-graduation/> .
- 5) You will receive an **acknowledgement email**. If you have applied to graduate in April, you will receive this in March. If you have applied to graduate in December, you will receive this in October. Please ensure that you supply a current email address when you apply to graduate.
- 6) If you or your guests need **special arrangements** for access or seating, please contact Karen Reynolds (03) 369 5512 or karen.reynolds@canterbury.ac.nz
- 7) **Additional Tickets:** All graduands are automatically granted three tickets. If you need more, you can tell us on the application form how many extras you require. If you find after submitting your application that you need extra tickets, contact us immediately at graduation@canterbury.ac.nz . We will do our best to accommodate extra ticket requests but it is best to ask for extra tickets early.

- 8) **Graduation Packs** are posted out to you 7-10 days prior to the ceremonies. Ensure that you read the graduation handbook which includes the procession assembly time, order of proceedings, and regalia collection information.
- 9) The day before the ceremony, **collect your academic regalia** from 9 Creyke Road. If you are unable to collect this yourself, you can ask a friend or family member to collect it for you.
- 10) If you require an **academic transcript or letter of eligibility before you graduate**, you will need to order this separately from <http://www.canterbury.ac.nz/study/transcripts/>.

CONGRATULATIONS! Enjoy the celebrations of your achievements.