MONASH University

Application to Graduate at CLAYTON

BEFORE COMPLETING THIS FORM READ THE IMPORTANT INFORMATION AT www.monash.edu.au/grads

DO NOT USE THIS FORM for DECEMBER INTERNATIONAL CEREMONY

DO NOT WAIT FOR RESULTS TO APPLY – deferral can be arranged	***OFFICE USE ONLY***
CLOSING DATES: *Semester one ceremonies close 30th November* *Semester two ceremonies close 30th June* *Masters & PhD's may apply up to one month prior to ceremony*	***Course Code:*** _____ ***Vers:*** ___ ***Award Code:*** _____ _____

FULL TITLE OF DEGREE/DIPLOMA: _____

Give correct title of degree eg. Bachelor of Arts (Fine Art), Bachelor of Business (Accounting)

STUDENT ID NO: ☐☐☐☐☐☐☐☐ ***Faculty:*** _____ ***Home Campus:*** _____

When do you expect to complete your course? *Semester:* ☐☐ *Year:* ☐☐☐☐

PREVIOUS DEGREES ***(for postgraduates)*** *Only required if you wish to have them listed after your name in the official program. List Monash degrees/diplomas you have graduated from. Degrees/diplomas from other universities must be supported by documented evidence (eg. photocopies of originals) PhD's need only provide a list as evidence has already been provided.*

I have graduated in: _____

SURNAME/FAMILY NAME: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ***TITLE:*** ☐☐☐☐

GIVEN NAMES: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

NUMBER & STREET/ROAD: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

SUBURB/CITY: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

STATE/COUNTRY: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ***POST CODE:*** ☐☐☐☐☐☐

EMAIL ADDRESS: _____

TELEPHONE: *PRIVATE:* _____ *BUSINESS:* _____ *MOBILE:* _____

Is this a change in your postal address? If Yes, please advise date to be active from: _____

PAYMENT OPTIONS:

Note: *Your application will NOT be accepted without the appropriate fee and will NOT be processed if you are in DEBT to the university.*

In Person: Cheque, Credit Card or Cash is accepted at Student Service Centres at all campuses.
By Mail: Cheque/Money Order in Aust. Dollars payable to Monash University. (Record student number on the reverse)
For Credit Card payments, if mailing payment in, complete the form below and send to:

SUBMIT FORM TO: **Student Service Centre, Building 3C, Clayton campus, Monash University VIC. 3800**

Only fill in this credit card information if MAILING FORM IN.
WRITE CAREFULLY – illegible numbers and information lead to DECLINED PAYMENTS

Cardholder's Name: _____ MasterCard ☐ Visa ☐ Bankcard ☐

Credit Card Number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Debit my card AUD $108 Signature of Card Holder: _____ **Expiry date:** ____/____

The information on this form is collected for the primary purpose of assessing your application to graduate. Other purposes of collection include confirming your identity, informing the Alumni Relations Office of your graduation and processing payments. If you choose not to complete all the questions on this form, it may not be possible for you to graduate. Your name and qualification will be published in a program which is available to the public. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@adm.monash.edu.au

Signature of Applicant: _____ ***Date:*** _____/_____/_____