APPLICATION FOR AWARD 2004 – HIGHER EDUCATION

AWARDS OF: BACHELOR / GRADUATE CERTIFICATE / GRADUATE DIPLOMA / MASTER BY COURSEWORK

Return completed form for approval to your Student Administration Office. Please use a black pen to complete the form.

Section 1: Award details: Bachelor / Graduate Certificate / Graduate Diploma / Master by coursework

*** Full Name of your Award:

________________________________________________________________________

Program code: _________________________________________

*** Please ensure that you write down the exact full name of your award e.g. Bachelor of Arts (Fine Art). Incomplete information will delay the processing of your application.

Completion date: Semester 1 ☐ Semester 2 ☐ Year □□□□

Is this award an: Intermediate Award ☐ Final Award ☐

Section 2: Personal Details

Family Name: ___________________________ Given Name: ___________________________

Please note that the name recorded on your testamur will appear as it is recorded on the RMIT student database. Please detail the order you would like it to appear in, i.e. first name, middle name, family name etc.

Order of testamur name: ______________________________________________________

Student Number: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Mailing Address: ______________________________________________________________

_______________________________________________________

**If your mailing address is different from your details on the system please complete a “Change of Personal Information Form” and lodge it with your Student Administration Office.

Telephone Number: ________________________________
Section 3: Graduation Options (see attached notes 5 and 6). Please only tick one option.

NB: All Graduate Certificate awards are conferred *in absentia*.

☐ I wish to graduate *in absentia* (i.e. not attend a graduation ceremony)

If you wish to apply for the Melbourne graduation ceremony to be held on Wednesday 15 December 2004 go to [www.graduation.rmit.edu.au](http://www.graduation.rmit.edu.au)

I wish to graduate at an overseas ceremony* (held in August/September each year):

You need to apply by 30 June 2004 if choosing to attend an overseas ceremony.

☐ Singapore 2004
☐ Kuala Lumpur 2004
☐ Hong Kong 2004

* To participate in an overseas ceremony in 2004, you must:
  1. Return this form by **30 June 2004** and;
  2. Have completed your award by semester 1 2004 or earlier.

Applicant’s signature ___________________________ Date ________________

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**THIS SECTION FOR UNIVERSITY USE ONLY**  
Academic record checked:

Signature .......................................................... Date ..............................

**CERTIFICATION OF ELIGIBILITY FOR AWARD**  
This certification must be signed by the Head of Department or duly authorised nominee.

I certify that the applicant has fulfilled the requirements for the award at the level indicated:

- **HONOURS 1ST CLASS**
- **HONOURS CLASS 2A**
- **HONOURS CLASS 2B**
- **HONOURS CLASS 3**
- **PASS WITH DISTINCTION**
- **PASS**

Indicate applicable level of award

Signature: .......................................................... Date: __________________________

June 2004