

APPLICATION TO GRADUATE

For students wishing to graduate ***in person*** at the 2017 Graduation Ceremony

Eligibility: Applicants who have completed a qualification within the preceding 12-month period, and have met all clearance conditions, are eligible to graduate in person at the Monday 18 September 2017 ceremony.

Deadlines: Applications must be submitted by **5.00pm on Friday 1 September**. After this date, applications will incur a \$50.00 Late Application Fee and will be accepted up to **5.00pm on Friday 8 September only**.

1 Personal Details:

PLEASE WRITE CLEARLY

Student ID Number: _____

Given Name(s): _____

Family or Surname: _____

Use the name under which you are officially recorded by AIS. If you wish to graduate with a different name, contact Student Services - Administration by Monday 28 August 2017. You must provide documentation (i.e. passport and/or visa) to certify your name change. If you have already received your qualification certificate, a \$20.00 fee will apply for a replacement certificate.

Telephone: _____

Mobile: _____

Email Address: _____

2 Contact Details - complete one of the following:

I live in the **AIS Dormitory** - my room number is: _____

I am currently **Overseas** - please state the date of your return to Auckland: _____

I am currently **Living in New Zealand** - my full postal address is:

Room Number # _____ or Flat/Unit # _____ or Apartment # _____

Apartment/Building name (if applicable) _____

Street Number _____ **Street Name** _____

Suburb _____ **City/Town** _____ **Postcode** _____

Or, if your address is a PO Box number or Private Bag number, provide it here:

PO Box # _____ or Private Bag # _____ Location _____ City/Town _____

3 State the Qualification(s) to be Awarded: _____

- Notes:
- Before you can receive your certificate, you must complete a **Clearance Form**. Clearance Forms are available from Reception at the St Helens Campus or Asquith Campus. If you have final examinations to sit, do not complete a Clearance Form until after your examinations have finished.
 - If you have already received your certificate, you must **return it to Student Services - Administration (at the St Helens Campus) no later than Friday 8 September**.

4 Guests: Please state the number of guests you expect to attend: _____

Note that your guests will not require tickets to attend the ceremony.

5 Academic Dress Order:

Please indicate the gown size you require (check your height):

- Short** Height up to 5'5" (1.65m)
- Medium** Height 5'5" to 5'9" (1.65m to 1.75m)
- Tall** Height 5'9" and over (1.75m and over)

Tick here if you are providing your own academic dress.

6 Academic Dress Hireage Fee: Payable no later than Friday 8 September

- \$78.00** for a **Degree (MBA / BIB / BBus / BIT / BTM / BHM)** Gown + Hood + Trencher
- \$58.00** for a **Postgraduate Diploma/Certificate or Graduate Diploma** Gown + Gold Diploma Scarf
- \$50.00** for a **Level 5 or Level 6 Diploma** Gown + Red Diploma Scarf
- \$38.00** for a **Certificate (Level 5 only)** Gown only

Methods of Payment

Please refer to the detailed graduation information that will be sent to you for other payment methods (i.e. cash, EFTPOS, bank cheque, postal, online).

If you wish to pay by **Credit Card**, please enter the details below:

Card Type: Visa MasterCard Payment Amount \$ _____

Credit Card No:

Expiry Date: /

Cardholder's Name (as it appears on the card):

Cardholder's Signature:

Please send me a receipt

7 Applicant's Signature: **By completing, signing and submitting this application, I agree**

- that, subject to confirmation of my eligibility to graduate, I will attend the entire ceremony;
- that late arrival may result in my exclusion from the ceremony and forfeiture of fees paid;
- that I will return my hired academic dress at the end of the ceremony, and that I will take full responsibility for any items that are damaged or missing.

Sign Here

POST TO: Student Services - Administration, AIS,
PO Box 2995, Auckland 1140, New Zealand

or FAX TO: (64-9) 815 1802

or EMAIL TO: ireneoa@ais.ac.nz (Ireneo Quintana)

or HAND TO: Reception, St Helens Campus

FOR OFFICE USE ONLY
Date Received:

\$50.00 Late Fee payable

Thank you for your application. Detailed information will be sent to you prior to the ceremony. Please notify us promptly if you change your contact details, or if you wish to withdraw from the ceremony.

Note that notification of withdrawal from the ceremony must be received by 9.00am on Monday 11 September. Fees paid for academic dress hire may not be refundable if notification is received after this time.

For Cashier's Use Only: Late Fee Processed \$

Signature:

Date: