Note: **Please complete this form and return it to the Student Academic Services (SAS) Office (Kukum Campus) before the 17th March 2023. NO FORMS WILL BE ACCEPTED AFTER THIS DATE.**

APPLICATION FOR ADMISSION TO GRADUATION

*PLEASE LISTEN OUT FOR FURTHER DETAILS AND ADVICE FROM THE STUDENT ACADEMIC SERVICES (SAS) OFFICE FOR THE **CONFIRMED DATE, TIME AND VENUE FOR THE GRADUATION CEREMONY***

1. Student ID No: …………………………………………….............. Date of Birth: …………………………………………………….

2. First Name: ……………………………………Middle Name: ………………………………… Surname……………………………………..

(Please make sure that the spelling of your names are correct as these are the names that will appear on your certificate and transcript. If there is an issue with the spelling of your name, see officers at the SAS office as soon as possible)

Mobile No: ………………………………………………. Email Address: ………………………………………………………………………..

3. **Name of Faculty enrolled in (Please Tick √)**

   ☐ Faculty of Agriculture, Fisheries & Forestry (FAFF)   ☐ Faculty of Business and Tourism (FBT)

   ☐ Faculty of Education & Humanities (FEH)   ☐ Faculty of Science & Technology (FST)

   ☐ Faculty of Nursing, Medicine & Allied Health Sciences (FNMHS)   ☐ Distance Flexible Learning (DFL)

4. **Programme Enrolled** in (E.g. Diploma of Business, Diploma of Teaching (Secondary) Science etc...)

   ……

5. Have you previously been awarded any Diploma or Certificate? If "Yes", please indicate the award given and the year received.

COURSE	YEAR	AWARD

6. Indicate by ticking one of the boxes either to be present or absent from the graduation.

   PRESENT ☐   ABSENT ☐

7. Signature: …………………………………………………………….. Date: …………………………………………………………………….

Change of Name (s)*: Student wishing to change their surname should write to the Registrar, Student Academic Services (SAS), stating the reasons for the change and documents to verify the change of name or surname should attach copy of marriage certificate or letter from magistrate/statutory declaration for other cases.*

<u>NB: Completed forms should be submitted to SAS Office at Kukum campus</u>