

CONGREGATION FOR THE CONFERMENT OF DEGREES
AND OTHER AWARDS/PRESENTATION OF GRADUATES
(TRENT GLOBAL ONLY)
EDINBURGH – THURSDAY 19 NOVEMBER 2009
SINGAPORE – TUESDAY 1 DECEMBER 2009



FULL NAME (PLEASE ENTER YOUR FULL NAME BELOW USING UPPER AND LOWER CASE LETTERS)

MATRICULATION/ID NO:

PERMANENT ADDRESS (please enter below)

**MAILING ADDRESS FOR *IN ABSENTIA* CERTIFICATE
(or c/o TG)**

CONTACT NUMBERS

Email address and telephone number must be provided.

Email:

Tel:

TITLE OF AWARD (please enter the full title of your Degree/Diploma/Certificate)

ATTENDANCE (please tick one box only)

1. I intend to graduate **in person** and receive my certificate in **Edinburgh** on **19 November 2009**
2. I intend to graduate ***in absentia*** on **19 November 2009** (your certificate will be mailed to you - please allow 4-6 weeks from date of graduation for delivery)
3. I intend to graduate **in person** and receive my certificate in **Singapore** on **1 December 2009**
4. I intend to graduate ***in absentia*** on 19 November 2009 **and attend** the ceremony in **Singapore** on **1 December 2009**

GUEST TICKETS FOR EDINBURGH CEREMONY ONLY

1. Enter number of complementary guest tickets you require for the Edinburgh ceremony (maximum 2)
2. Enter number of additional guest tickets you require for the Edinburgh ceremony (£15.00 each)

GUEST TICKETS FOR SINGAPORE CEREMONY ONLY

1. Enter number of guest tickets you require for the Singapore ceremony (£20.00 each)

I hereby make application to graduate and enclose the appropriate graduation and guest ticket fees (see scale of fees on attached Method of Payment Form). I understand that my name will be published in the list of graduates and that my former place of study will be informed of my graduation and degree title (unless otherwise requested in writing).

Signature

Date

Please do not pass my details to the Alumni Department at Heriot-Watt University. (This information is used to keep in touch with you via Magazines, E-Newsletters and Event Invites after graduation) (tick)

This form should be returned to The Academic Registry, Lord Balerno Building, Heriot-Watt University, Edinburgh, United Kingdom, EH14 4AS by **30 September 2009**. Please see Academic Registry website for further details <http://www.hw.ac.uk/registrv/graduation.pho>

Academic Registry Use:

Programme
List Number

Office Use only:

GF 2403 0117 C11

Grad fee paid £

Date

Office Use only:

GP 2403 0527 C11

Tickets paid £

Date

Office Use only:

Certificate sent

Date

METHOD OF PAYMENT FOR GRADUATION AND GUEST TICKET FEES

Please note the Graduation fee is mandatory whether or not you attend a ceremony

Cheques/banker's drafts should be made payable to Heriot-Watt University in Pounds Sterling and crossed. Please note that, for the use of a Credit Card, a charge of 1.75% will be added to the payment. This is the cost of processing to the University.

Edinburgh Graduation Ceremony = **£45.00** £ _____
(graduate in person or *in absentia* only)

Singapore Graduation Ceremony = **£100.00** £ _____
(graduate in person)

***In absentia* AND attend Singapore** Ceremony = **£100.00** £ _____

Complimentary guest tickets for **Edinburgh** Ceremony only (maximum 2) **£ free**

Number of additional guest tickets for **Edinburgh** Ceremony = **£15.00 each** £ _____

Number of guest tickets for **Singapore** Ceremony = **£20.00 each** £ _____

TOTAL FEES FOR GRADUATION £ _____

Credit/Debit card payments - please fill in details below clearly.

This portion of your form will be destroyed after payment has been taken
Please note; we cannot process your payment unless all details are completed

Please note that, for the use of a Credit Card, a charge of 1.75% will be added to the payment. This is the cost of processing to the University.

Please tick the appropriate box

Credit Card

MasterCard Visa Access

Debit Card

Switch/Maestro Switch Issue no. Visa Debit/Delta

Card details

Valid from date (if applicable) Expiry date Security code (last 3 digits on signature strip)

Card number

Name of Cardholder (if different)

Signature

Date
