

**PRESENTATION OF DEGREES AND AWARDS**

**JANUARY 2018**

Please complete section 1 and 2 plus section 3, 4 and 5 overleaf, if appropriate

1. **Personal details (BLOCK CAPITALS)**

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|   Title (Mr, Miss, Mrs, Ms): ……………………………………………………………………………………………………….  Forename(s): ………………………………………………………………………………………………………. Surname/Family Name: ………………………………………………………………………………………………………. Student Registration Number: ………………………………………………………………………………………………………. Email address for ticket confirmation ……………………………………………………………………………. **IMPORTANT PLEASE READ****This form is used to inform us how you wish to graduate and not to advise us of name changes**. Your name will be printed on your certificate with the names as recorded on MyAdmin. **If you list names above which differ to those recorded, these will not be included on your certificate.** |
|  **International Students: -** If as a result of cultural difference in your home country, you wish your name to be printed in a different order please write it below**,** otherwise your name will be printed on your degree certificate in the order  Forenames and Family Name**.** Only names registered on AIS will be printed on the certificate**.**  …………………………………………………………………………………………………… Please **🗸** tick box if you wish your name to be read out at the ceremony in this order.  |
|  **Course details** Please **🗸**tick relevant box | **Qualification** (eg. Foundation, BA, BSc, MA, MBA, MSc, PhD etc.) |
|   Undergraduate Postgraduate  |  |
|  **Faculty/School**  | **Course Title** |

**2 Select ONE of the following options for graduation**

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| **🗸Tick ONE box**: I wish to: **Attend the graduation ceremony.** Please provide an email address in section(1) where you can be contacted in late December 2017 to receive early notification of the number of guest tickets you will be issued with at the Guildhall on the day of your ceremony. Certificates are presented at the ceremony. **Guest tickets should be collected from the Ticket Collection Desk in the Guildhall, at the times specified** **for your Ceremony (see Graduation Information Booklet (page 5)** **www.hull.ac.uk/graduation**  **Not attend the graduation ceremony** (*in absentia*).  Your certificate will be posted in early February 2018. Please provide your home address in section (3). DHL courier service for overseas express delivery can be requested from the University Online shop  at shop.hull.ac.uk by selecting Delivery of a Graduation Certificate. **Defer my graduation** until a ceremony to be held during 9 – 12 July 2018. A graduation pack will be sent to you in late March/April 2018. Please provide your home address  in section (3). **Please note:** You may only defer graduation on one occasion and your certificate is normally issued at the next ceremony.   |
| **CERTIFICATE ISSUE**The normal issue date for your certificate is the day of the ceremony if attending or if graduating in absentia week commencing 31 January 2018. If you wish to collect your certificate in person earlier than the issue date this reply form should be returned at least 4 working days before collection. **Please note** certificates will need to be collected from the AskHU desk between 16 November 2017 and 21 December 2017**🗸Tick box**  **I would like my degree certificate to be issued EARLIER than the normal issue date.**  |

**3. Address details**

**Please provide your address if you are graduating in absentia or deferring and graduating at a later ceremony.**

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**4. Guest tickets (only complete if you ARE ATTENDING the January 2018 ceremony)**

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| **Please 🗸 tick the appropriate box below to request guest tickets (you are guaranteed up to two guest tickets for your ceremony).**I wish to bring ZERO ONE TWO guests to the ceremony (please **🗸** tick box) **Request for Extra Guest Tickets** If you would like extra tickets please indicate in the box how many(in addition to your **guaranteed allocation** **of two tickets**)However, it is not expected that many additional tickets will be available at any of the ceremonies.***PLEASE NOTE, WE CAN ONLY GUARANTEE TWO GUEST TICKETS FOR EACH GRADUAND. EXTRA TICKETS WILL ONLY BE ALLOCATED IF THEY ARE AVAILABLE.******We will let you know (by email) in late December 2017 how many tickets you have been allocated for the ceremony. These can then be collected on the day of the ceremony from the Ticket Collection Desk in the Guildhall at the times specified for the ceremony. Please provide an email address in section 1.*** We hope to show each ceremony live on the day via webcam. The ceremony can be viewed by visiting the University website at [www.hull.ac.uk](http://www.hull.ac.uk) |

**5. Special seating arrangements**

 Please **🗸**tick the relevant box below if you or your guests require any specific arrangements on the day of your graduation

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| --- | --- |
|  **Student** Wheelchair user  Mobility difficulties Blind/Partially sighted  Please specify below |  **Guest(s)**  Wheelchair user  Mobility difficulties Blind/Partially sighted Please specify below |
| **………………………………………………………………….****………………………………………………………………….** | **………………………………………………………………….****………………………………………………………………….** |

Signature ………………………………………………………………………………..…. Date …………………………

**This reply form must be returned to Registry Services, Student Central, The University of Hull, Cottingham Road, Hull, HU6 7RX or email to:** **graduation@hull.ac.uk** **as soon as possible and certainly no later than 21 November 2017.**