



Southern Cross
University

Nomination Checklist

Award Eligibility

- Check award eligibility and what is required to nominate
- Read award information and criteria

Gathering supporting documentation

- Provide written examples of the nominee's achievements
- Provide supporting documentation relevant to award criteria

Draft your responses

- Refer to Student Excellence Awards Information and Tips
- Write some notes and drafts prior to submitting nomination

Check your responses

- Read through your responses
- Check that you addressed award criteria

Submit nomination

- Submit awards nomination before 11:59pm (NSW time) on **Friday 4 September 2026**

Confirmation of nomination received

- Check your emails for confirmation of nomination