

Please carefully read the following information before making your graduation choice.

When Do I Graduate?

Once finalised, Graduation Ceremony and conferral dates will be published on the [Graduation website](http://www.scu.edu.au/graduation) www.scu.edu.au/graduation. For a listing of the Graduation and conferral dates, please refer to page 2.

Am I Eligible to Graduate?

To check if you have met course requirements and passed all your enrolled units, go to [My Enrolment](http://www.scu.edu.au/myenrolment) www.scu.edu.au/myenrolment and check:

- My Study Plans** Check your course status is Passed.
- My Grades** Check all grades are finalised. If a grade is outstanding and you believe you have satisfied the unit requirements contact your unit assessor.
- My Finances** If you are sanctioned please contact Student Administration Services. Call 1800 005 687 or email enquiry@scu.edu.au for information about how to pay your sanction.
- My Details** Check your preferred mailing address, phone number and personal email are correct. Your graduation documents will be forwarded to the preferred mailing address and personal email (via My eEquals).
- My Graduation** Make your choice online and register for your preferred conferral opportunity. Refer to graduation/conferral dates on page 2.

When Will I Receive My Final Academic Transcript?

Your complimentary final academic transcript will be forwarded to your preferred mailing address as recorded in [My Enrolment](http://www.scu.edu.au/myenrolment). Typically this will happen within 20-25 working days after completion of your award.

Incomplete or Not Available grades will delay your final academic transcript.

Education Graduands

Student Administration Services will provide a copy of your final academic transcript to the NSW Department of Education and Communities and the Graduate Recruitment Program for eligible education graduands. Copies are forwarded on the same day your final academic transcript is mailed to you.

When Will I Receive My Australian Higher Education Graduate Statement (AHEGS)?

An original certified copy of your Australian Higher Education Graduate Statement (AHEGS) will be forwarded with your final academic transcript. Visit www.scu.edu.au/ahogs for further information regarding AHEGS.

Will I receive a digital copy of my Transcript, AHEGS and Testamur (degree certificate)?

[My eEquals](http://www.scu.edu.au/myequals) was developed to give students, graduates, employers and third parties anytime, anywhere access to digitally certified testamurs, transcripts and AHEGS.

A digital copy of your transcript and AHEGS will be uploaded to My eEquals within 20 working days of completion of your award. A digital copy of your testamur will be uploaded to My eEquals within 20 working days after your award has been conferred (approved) by the University Council.

What happens if I am on Sanctions?

Sanctions will prevent the release of your final academic transcript, AHEGS and testamur. Please contact Student Administration Services for information about how to pay your sanction by phoning 1800 005 687 or emailing enquiry@scu.edu.au

When Will I Receive My Testamur?

A testamur (degree certificate) is a legal document and can only be released **after** an award has been conferred (approved) by the University Council. Your graduation choice will determine how you receive your testamur. Awards must be conferred before you can attend a ceremony.

Conferral Dates

Study Period/Session	Grade Release Date	Final Date to Add Names to List	Conferral Date
Study Period 2 (2021)	23 April 2021	30 April 2021	13 May 2021
N/A	N/A	28 May 2021	18 June 2021
Study Period 3/Session 1 (2021)	25 June 2021	23 July 2021	6 August 2021
Study Period 4 (2021)	3 September 2021	17 September 2021	1 October 2021
Study Period 5/Session 2 (2021)	29 October 2021	12 November 2021	26 November 2021
Study Period 6 (2021)	24 December 2021	14 January 2022	28 January 2022

Graduation Ceremony Dates

Ceremony Location	Ceremony Date	Final date to make your choice **
Sydney	14 - 15 May 2021	16 April 2021
Coffs Harbour	25 - 26 June 2021	28 May 2021

**** Late responses WILL NOT be considered for inclusion in the ceremony. Please refer to the Graduation/Conferral listing above for the next available opportunity.**

Important Notice: The University reserves the right to cancel ceremonies due to low attendance rates, or for any other reason. In the event of a cancellation, the University will notify all graduands in writing.

Graduation Online Registration

Choose one of the following graduation options in [My Enrolment](#) (My Graduation):

1	Ceremony	To attend your nominated ceremony as seen in My Enrolment. You will receive your testamur at the ceremony.
2	Mail	To receive your testamur by mail. You waive your right to attend any future Graduation Ceremony. Go to My Enrolment www.scu.edu.au/myenrolment and check your preferred mailing address and contact phone numbers are up-to-date.
3	Collect	To collect your testamur from the Graduation Office. You waive your right to attend any future Graduation Ceremony. After your award is conferred (approved) by University Council, your testamur can be collected from: Room 2.07 (Level 2, R Block) Lismore campus
4	Postpone	To postpone and attend a future Ceremony. The Graduation Office will contact you via email with further information.

TIP: Status of HOLD means you have NOT yet made a graduation choice

Honours Degrees

If you are intending to continue your studies and complete a separate year of Honours, you are still entitled to attend a ceremony and graduate with your first Bachelor degree. Once you have completed your Honours year you will be entitled to attend a further ceremony to graduate with your Honours degree.

This does not apply if you have completed an Honours award which is incorporated within your Bachelor degree. You will receive one testamur only and be eligible to attend only one Graduation Ceremony.

Postal Address

Please ensure that you keep the University advised of your correct postal address. Your preferred address will be used to mail your final academic transcript, AHEGS and testamur. You can update your address and phone number in [My Enrolment](#) (My Details).

Name Changes

Your award will be conferred in the exact name recorded by the University. That is the name that will appear on your academic transcript, AHEGS and testamur. If you wish to change your name you are required to complete the *Request for Change of Name* form and provide certified documentation showing your legal name.

For more information about changing your name on your graduation documents, please contact the Graduation Office by emailing studentgradinfo@scu.edu.au

Name changes must be finalised at least three (3) weeks prior to your conferral date.

International Students

Completion Letter	<p>If you require a completion letter for visa application/employment purposes please contact your relevant student support area by emailing:</p> <table><thead><tr><th>Study Location</th><th>Student Support email</th></tr></thead><tbody><tr><td>Lismore</td><td>ioadviser-lis@scu.edu.au</td></tr><tr><td>Gold Coast/Online</td><td>ioadviser-gc@scu.edu.au</td></tr><tr><td>Coffs Harbour</td><td>ioadviser-coffs@scu.edu.au</td></tr><tr><td>SCU Online</td><td>future.students@online.scu.edu.au</td></tr><tr><td>SCU Sydney/Sydney Hotel School</td><td>sydstudentsupport@scu.edu.au</td></tr><tr><td>SCU Melbourne/Melbourne Hotel School</td><td>melbstudentsupport@scu.edu.au</td></tr><tr><td>SCU Perth</td><td>perthstudentsupport@scu.edu.au</td></tr></tbody></table>	Study Location	Student Support email	Lismore	ioadviser-lis@scu.edu.au	Gold Coast/Online	ioadviser-gc@scu.edu.au	Coffs Harbour	ioadviser-coffs@scu.edu.au	SCU Online	future.students@online.scu.edu.au	SCU Sydney/Sydney Hotel School	sydstudentsupport@scu.edu.au	SCU Melbourne/Melbourne Hotel School	melbstudentsupport@scu.edu.au	SCU Perth	perthstudentsupport@scu.edu.au
Study Location	Student Support email																
Lismore	ioadviser-lis@scu.edu.au																
Gold Coast/Online	ioadviser-gc@scu.edu.au																
Coffs Harbour	ioadviser-coffs@scu.edu.au																
SCU Online	future.students@online.scu.edu.au																
SCU Sydney/Sydney Hotel School	sydstudentsupport@scu.edu.au																
SCU Melbourne/Melbourne Hotel School	melbstudentsupport@scu.edu.au																
SCU Perth	perthstudentsupport@scu.edu.au																
Letter of Invitation	<p>If you are an overseas student and require a letter of invitation to assist you with your visa application to attend a Graduation ceremony in Australia, please contact the Graduation Office by emailing studentgradinfo@scu.edu.au</p> <p>If you would like your international guest/s included on the letter, please provide the Graduation Office with their full name/s and date/s of birth.</p>																

Once again, congratulations on the completion of your course and best wishes for the future.

Luke Davis
Exams, Progression and Timetabling Manager
Student Administration Services