Please read the following instructions before completing this form

As enrolment takes place in advance of the graduation ceremonies it is important that you notify us of any changes that will affect your ability to graduate. It is important that you contact us if you fall into one of the following categories:-

- If you enrolled to graduate and subsequently do not qualify to graduate.
- If you enrolled to attend the graduation ceremony but are now unable to do so and wish to graduate in absentia.
- If you enrolled to attend the graduation ceremony but are now unable to do so and wish to defer your graduation until a later date.
- If you enrolled to graduate but subsequently decide to appeal against your degree result and therefore cannot graduate until the appeal is heard.
- If you enrolled to graduate with a designated or ordinary degree but subsequently accept a place on Honours and therefore cannot graduate until next year (applies to undergraduates only).

If you fall into one of the categories above please complete the Graduation Enrolment Update Form overleaf and return it as soon as possible. If you defer for any reason you must re-enrol for any subsequent ceremony, you are not automatically re-enrolled.

REMEMBER -
- If you fail to attend your graduation ceremony without prior notification to the Registry, your graduation will be treated as in-absentia and your parchment will be sent to you within 7-10 working days after the date of the last graduation ceremony. If you graduate in-absentia, you cannot attend a subsequent graduation ceremony.

Please return this proforma marked URGENT to the Registry Graduation Team -

By Post: Registry Graduation Team University of Glasgow Level 2, The Fraser Building 65 Hillhead Street GLASGOW G12 8QF

By Fax: 0141 330 3542

By Scanning & Email: graduation@glasgow.ac.uk
GRADUATION ENROLMENT UPDATE FORM

Please read the instructions overleaf before completing this form
It is important that you notify the Registry if you fall into one of the following categories.

PLEASE COMPLETE IN BLOCK CAPITALS

Name: ___________________________ Student ID: ___________________________

Graduation Date: ___________________________

11.00am ☐ Noon ☐ 4.00pm ☐

Degree: ___________________________

Please tick appropriate box:-
☐ I have not qualified to graduate

☐ I enrolled to attend the ceremony but I am now unable to do so and wish to graduate in absentia.
Please post my parchment to:
Address __________________________________________
Postcode __________________________________________

OR

My parchment will be collected at Student Services, Level 2 of the Fraser Building during the collection period of Tuesday, 3rd – Thursday, 6th July by:

☐ Myself

☐ Authorised Representative

Full name and phone number/email address of authorised representative collecting parchment
Name __________________________________________
Phone Number/Email Address __________________________________________

Documents not collected by 6th July will be posted to the home address hrlf in your student record.
If parchments are not collected during the collection period they will be sent to your home address

PHOTOGRAPHIC EVIDENCE OF THE COLLECTOR MUST ALWAYS BE PROVIDED

☐ I enrolled to attend the ceremony but I am now unable to do so and wish to defer my graduation until a later date.

☐ I enrolled to graduate but have now been offered a place on honours and therefore cannot graduate until next year.

☐ I am appealing against my degree result and therefore cannot graduate until the appeal has been heard.

Signature of Student  …………………………………………………………… Date ……………………………

IF YOU DEFER FOR ANY REASON YOU MUST RE-ENROL FOR ANY SUBSEQUENT CEREMONY
You will not have to pay the General Council Fee again.