Here is a checklist of everything you need to do to make your graduation day run smoothly. Each link takes you to a page containing more detailed information.

1. **Thesis**

   Have you submitted your thesis? You should do this at least 4 weeks before your graduation date.

2. **Your graduation details**

   Have you checked and updated them on myUNSW? It’s important to let the Graduations Team know whether you’re attending the ceremony, and to have all your personal and degree details up to date in the system.

3. **Outstanding debts to UNSW**

   Have you paid them? If you don’t clear all outstanding debts with the University, your graduation will be revoked/blocked. If you have paid them, have you advised the Graduations Team?

4. **Graduation fee**
Have you paid it?

The graduation fee includes:

- Hire of your academic dress from the Arc Grad & Gift Shop
- A souvenir trencher (or bonnet for PhD graduates)
- A photo of you receiving your degree on stage
- A download link to a video of your ceremony
- Guest tickets for your ceremony
- Refreshments following your ceremony

Note: refunds are only available if you notify us prior to the RSVP deadline.

5. Tickets

If you need more tickets, you may enter the extra ticket lottery.

6. Special seating arrangements

Have you notified the Graduations Team of any special requirements you or your guests have?

7. Academic dress for the ceremony

The hire of academic dress is included in the graduation fee.

8. Graduation services

Do you want to order anything in advance? (You can still make purchases on graduation day).

9. Inform your guests

Have you told your guests all the necessary details?

What next?

See information about graduation service providers, where the ceremony is held and what happens:

- Before
- During and
- After the ceremony

Preparation Checklist for Graduation
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