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?

From the beginning of 2017, the Graduation Fee is $160 inc GST. This fee includes:

- Guest tickets for your ceremony
- Refreshments following your ceremony
- 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

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

If you have chosen to attend your ceremony you also need to pay the graduation fee. If we do not received your payment before your ceremony we will change your attendance status to 'Not Attending - Mail', and your graduation documents will be sent to the mailing address you have registered in your myUNSW.
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**