

## APPLICATION TO GRADUATE IN ABSENTIA

A student may choose to have their qualification conferred in absentia and receive their certificate without attending a graduation ceremony. This service is only available outside of Wintec's annual graduation cycle (from the beginning of April to the end of October). Outside of these times students will be included in the annual graduation cycle and will be required to complete the Application to Graduate Form sent out in mid-January.

This form must be completed and returned to SEIC by the 15<sup>th</sup> of the month to be included in that month's print cycle; certificates will be mailed at the end of each month. By signing and/or submitting this form you are acknowledging that you are no longer eligible to attend a formal graduation ceremony. Certificates will only be issued once Programme Committee has formally approved that a student has successfully completed all the academic requirements for their programme of study.

Unsealed certificates (eg qualifications not usually presented at graduation and completed in less than a year full time) will automatically be issued and mailed out weekly. Students studying these qualifications do not need to complete this form.

### SECTION ONE – PERSONAL DETAILS

1.1	Student ID	<input type="text"/>
1.2	First Name(s)	<input type="text"/>
1.3	Surname or Family Name	<input type="text"/>
1.4	Postal Address (This is the address your certificate will be mailed to)	<input type="text"/>
	Unit number/Street number and name	<input type="text"/>
	Suburb	<input type="text"/>
	City/Town	<input type="text"/>
	Country	<input type="text"/>
	Postcode	<input type="text"/>
1.5	Telephone	<input type="text"/>

### SECTION TWO - PROGRAMME DETAILS

2.1	Programme Code	<input type="text"/>	Programme of Study	<input type="text"/>
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### SECTION THREE – DECLARATION

3.1 By signing and/or submitting this form you are acknowledging that you are no longer eligible to attend a formal graduation ceremony.

Signature

Please return your completed form to the Student Enrolment and Information Centre – the form can also be emailed to [academicservices@wintec.ac.nz](mailto:academicservices@wintec.ac.nz) or mailed to SEIC, Wintec, Private Bag 3036, Waikato Mail Centre, Hamilton 3240

### OFFICIAL USE ONLY

Date received

Date sent