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| --- |
| All fields are mandatory unless otherwise stated. |
| Title |  |
| Surname 1 |  |
| Forename(s) |  |
| Date of Birth |  |
| Student Number (if known) |  |
| College |  |
| Year of Matriculation |  |
| Preferred Date of degree ceremony  |  |
| Degree to be conferred(e.g. BA in History) |  |
| In Person or In Absentia |  |
| How many guests would you like to bring? All graduands can bring up to 3 guests, and extra tickets may sometimes be available |  |
| Email address |  |
| Phone Number |  |
| Postal address to which documents should be sent |  |
| Signature/Date |  |

1 If you have changed your name since you completed your programme of study and have not informed the University, please enter your name

as it was when you completed the above programme.

Please see overleaf for the Terms and Conditions of booking a degree ceremony.

**Bookings for Degree Ceremonies: Terms & Conditions**

Bookings for degree ceremonies that take place in and after July 2013 are subject to the following terms & conditions.

The conferral of your degree is conditional on you passing the required examinations. You must ensure that you have no outstanding debt(s) to the University of Oxford. You will be unable to graduate on the date you have booked if you have any outstanding

debts.

If you choose to withdraw or amend this booking at least 15 days before the date of the degree ceremony, you will no longer have any claim to the original date.

If you choose to withdraw from this booking within 15 days of the degree ceremony date, or if you fail to attend on the day you have booked, your degree will be conferred 'in absentia', and you will be unable to have your degree awarded at any future ceremonies in person.

If you have been awarded any degrees of lower standing by the University of Oxford that have not been conferred at a previous degree ceremony, these degrees will be conferred at the ceremony you book. These degrees will be conferred in absence, and you will not be able to have them conferred in person at a later date.

You must attend the degree ceremony wearing the appropriate academic dress in accordance with the University Regulations

For postgraduate research students admitted on to their course before 1 October 2007: You must submit a hardbound copy of your thesis 5 days prior to your degree

ceremony date.

For postgraduate research students admitted on to their course on or after 1 October 2007

You must submit a hardbound copy of your thesis 5 days prior to your degree ceremony date,

You must have submitted an electronic copy of your thesis 5 days prior to your degree ceremony date.

I confirm that I accept the Terms and Conditions as set out above:

Name (please print):\_ Date: \_

**PLEASE RETURN YOUR COMPLETED FORM TO YOUR COLLEGE.**