

STUDENT ID NUMBER

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FIJI NATIONAL UNIVERSITY

SAS 06

P.O. Box 7222 Nasinu FIJI. Telephone: (679)3394000/(679)3381044 Facsimile: (679)3393230

Website: www.fnu.ac.fj

APPLICATION FOR GRADUATION

Mandatory requirement: Attach a copy of the Birth Certificate / Marriage Certificate (for applicants who wish to use their married name officially)

This application is subject to verification of all the requirements of the programme. Please fill an application per programme. Please complete Sections A, B and C

Please Use Block Letters

Tick boxes where applicable

A. PERSONAL DETAILS (To be completed by the student)

Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> First Name: _____ Surname: _____ Other Names: _____ Birth Certificate Registration Number: _____ Date of Birth: _____ (DD/MM/YYYY) Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Country of Citizenship: _____ Ethnicity: _____ Passport Number: _____ (Regional/International) Name of Sponsor (if sponsored): _____
Postal Address _____ _____ _____	Email Address _____ Employment Address (if applicable) _____ _____
Residential Address: _____ _____	Phone Contact: Mobile: _____ Landline: _____

B. GRADUATION DETAILS (To be completed by the student)

1. Enrolled Programme: _____ Major 1: _____ Major 2: _____ Minor: _____

2. Programme Start Date: _____ Programme Finish Date: _____

3. College/Centre

- Agriculture, Fisheries and Forestry
 Humanities and Education
 Business, Hospitality and Tourism Studies
 Medicine, Nursing and Health Sciences
 Engineering, Science and Technology
 National Training and Productivity Centre

4. School/Department: _____

5. **Programme Completion** - Internship/Industrial and Work Experience Requirement (*please state*):

	Yes	No
Successfully completed and received final grades for all of the programme requirements?		
Completed the necessary Industrial / Clinical Attachment requirements?		
Submitted your Work Experience Record Book?		

Note: All Work Experience Record Book(s) must reach the respective Head of School/Department with the Application for Graduation form two (2) months before graduation date for consideration of Department/School/College Examination Boards.

6. **Certificate Presentation** (Students are encouraged to graduate at the FNU campus nearest to their place of residence):

I would not be attending the graduation ceremony. I would collect my certificate after the graduation date from the Student Academic Services Department.

I would be attending the graduation ceremony at the venue specified below.
Preferred venue of graduation:

Suva Labasa Other _____

7. Graduation Month: _____

8. Print a copy of the Transcript and check that all the results are captured correctly. If not then state the issues here:

9. Ensure that an application for Cross Credit has been completed (if applicable) and submitted through the College Academic Officer. The processing of the application may be delayed if this is not done.

Student Signature

Date (DD/YY/MM)

C FINANCE CLEARANCE BY STUDENT - Please note that FINANCE POLICY applies. Fees Clearance doesnot mean cleared for Programme Completion

LIBRARY

All items returned YES NO Amount Charged:\$ _____

Comments _____

Librarian: _____ Date: _____ Stamp: _____
(DD/MM/YY)

HALLS OF RESIDENCE (Only for students who have been a resident of the HOSTEL)

All items returned: YES NO Amount Charged:\$ _____

Comments _____

Manager Halls of Residence _____ Date _____ Stamp _____
(DD/MM/YY)

FINANCE DEPARTMENT

All fees pertaining to the programme has been cleared Yes No Amount Outstanding:\$ _____

Comments _____

Finance Rep _____ Date _____ Stamp _____
(DD/MM/YY)

D Application Form Submitted to Academic Office

E EXAMINATION BOARD CLEARANCE (To be completed by Department/School OA)

Programme Applied to Graduate: _____

Major 1: _____ Major 2: _____ Minor: _____

	Yes	No	Not Applicable
Programme Structure Attached			
Successfully completed all the Required/Compulsory Units			
Successfully completed core Units of Major 1			
Successfully completed core Units of Major 2			
Successfully completed Electives/Specialization			
Successfully completed Service Units			
Successfully completed Industrial Attachment Project			
Successfully completed Internship Programme			

Credit Point Requirement for Completion of Programme:

Level	Required Minimum	Actual Attained
TOTAL		

Programme Requirements Completed as per Programme Structure: YES NO

Comments: _____

Verified by Dean Appointed representative _____

Endorsed by HOS/HOD _____

Date and Stamp _____

(Student is to be advised if he/she is not graduating and student should raise the matter with Dean if need be. A copy of the form should be retained by college Academic Officer. For Graduating students, Form is to be forwarded to SEB/DEB.

F FOR OFFICIAL USE (To be completed by the College designated Staff)**GRADUATION APPROVAL (A copy of this page to be retained by School/College)**Department/School Examination Board Yes No College Examination Board Yes No

Academic Officer: _____ Date: _____

College Academic Officers to prepare E7 Form and dispatch it together with this form to designated staff at the Office of the Registrar.

G ACADEMIC OFFICE [VERIFICATION]

- i. Preparation of Master List as per E7 Form
- ii. Names verified as per Birth Certificate/Marriage Certificate
- iii. Programme verification
- iv. Official transcript printing
- v. Enrolment status updated to EF
- vi. Master List of Graduands posted on the Website
- vii. Graduation Booklet printed as per Master List
- viii. Certificates Printed, Sealed and Embossed
- ix. Signature Listing Prepared
- x. Gown Dispatch