

FAX: [+612] 9850 6047
30 April 2008

Dear Graduand,

I am pleased to invite you to attend the ceremony for the Conferring of your degree which has been scheduled for Tuesday 8 July 2008 at 7.00 pm in the Stamford Ballroom, Raffles City Convention Centre, 2 Stamford Road, Singapore. Please ensure that you:

- 1) **Check the details on the Conferring of Degrees Form**, mark any changes on the form and return it to the Graduation Unit, Lincoln Building, Macquarie University 2109, Australia by post, fax +61 2 9850 6047 or email graduation@mq.edu.au by **2 June 2008**. Please indicate clearly whether you plan to attend and be presented to the Chancellor during the ceremony or whether you wish to graduate *in absentia* (in your absence). Please note that you must include documentary evidence if you want to add an additional name.
- 2) **Contact Madam Choo** to arrange for academic dress hire. University policy requires that you must be correctly attired in full academic dress to be presented to the Chancellor.

Unless you provide advice to the contrary, we will inscribe your degree testamur as follows:

- For Chinese names, in accordance with Chinese format, ie family-generation-personal name.
- For non-Chinese names, in accordance with Western format, ie personal-middle-family name.

You should arrive at the Raffles City Convention Centre Singapore, **at 5.45 pm attired in your academic dress**. Proceed to the Registration desk in the Stamford Ballroom, Foyer where you will be given your seat number and 3 guest tickets. You must be Registered and seated in your assigned seat by **6.30 pm**. If you arrive late, it will not be possible for you to participate in the formal proceedings.

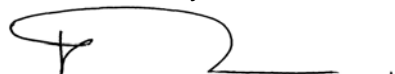
If you do not attend the ceremony your degree will be conferred in absentia (in your absence). We will then post your official graduation documents to your current mailing address after the ceremony. You must advise if you wish to have your documents sent to you by regular post or by Special Delivery (fee applies – form included). It is essential that your mailing details are kept current at all times. We will only post your documents after you have confirmed your postal address details are correct.

You may bring a maximum of three guests (only) to the ceremony. Your guests will need entry tickets for admittance to the Stamford Ballroom. Our graduands and their guests will be invited to join University staff for refreshments at the conclusion of the ceremony.

Two free Academic Transcripts will be provided at graduation. All outstanding debts to the University must be discharged before these records will be released.

Congratulations and best wishes.

Yours sincerely,



Paul Bowler
DEPUTY VICE-CHANCELLOR AND REGISTRAR