



Application to attend the External System Graduation Ceremony **Monday 15 March 2010**

To book your place at the graduation ceremony, please complete the enclosed ticket application form and see the guidance notes below.

Applications must be returned to the Ceremonies Office by **Friday 15 January 2010** at the latest.

Guidance Notes

1. Address

Please state your correspondence postal address in full, plus a valid e-mail address if you have one.

If your contact address is within the UK or Republic of Ireland, your tickets will be posted two weeks before the ceremony to the address you give on your application form.

If your address is outside the UK or R.O.I., your tickets may be collected from the Ceremonies Office during the two weeks prior to the ceremony, or from the Barbican Centre on the day of the ceremony - please tick the relevant box on the form.

Please note that we are unable to send ceremony tickets to overseas addresses.

2. Tickets

Guest tickets are £45 each; graduates' tickets are free of charge.

Children under 16 must be accompanied by an adult and all children over the age of 18 months require a ticket. If you are bringing children under 10 to the ceremony, *please let us know the children's ages on your form* so that we can arrange suitable seating.

The initial ticket application is ***restricted to three guests*** per graduate, and additional tickets are subject to availability. If you would like to apply for extra guest tickets, please contact the Ceremonies Office on or after **Monday 1 February 2010** to be put on our waiting list. Any available spare tickets will be allocated on a first-come, first-served basis.

Please do not include payment for more than three guest tickets with your initial application.

If you wish to bring guests, your application should be accompanied by a credit or debit card payment, Sterling cheque, bank draft or postal order for £45 per guest, made payable to 'University of London'. You can also pay by cash in person at the Ceremonies Office. We regret we cannot accept payments by EuroCheques or American Express.

If you return your form by 15 January but do not receive your tickets by Monday 22 February, please telephone the Ceremonies Office.

3. Visas

If you require a visa to attend the ceremony, you are advised to arrange this before submitting any payment to us, as ***refunds cannot be issued for unused tickets***.

Please return your application form by the closing date, stating how many tickets you would like, and that you will be obtaining a visa. The Ceremonies Office will issue visa application support letters upon request: if you require one, please indicate this clearly on your form. As soon as you have been granted your visa, please contact us to confirm your attendance and to arrange payment for any guest tickets required.

4. Prizes

University prizes awarded throughout the course of your study will be announced during the ceremony. If you have been awarded any prizes, please give details on the application form, stating the name of the prize(s), and year(s) of award.

5. Dress

Whilst it is not an occasion for evening dress, the Presentation Ceremony is a formal event so please dress appropriately. Details of arrangements for the hire or purchase of academic dress will be sent to you on receipt of your application.

6. Graduates and/or guests with a disability/special need

It is essential that you let us know as soon as possible if either you or your guest(s) will be bringing a wheelchair to the ceremony, or require special seating arrangements due to walking difficulties or any other medical condition.

7. Seating times

The ceremony begins at **2.30 pm** and ***all graduates must be seated by 1.30 pm***. ***Guests should take their seats by 2.00 pm***. The Ceremony is expected to finish between 4.30pm and 5.00pm, although this may vary depending on the number of graduates who attend. Refreshments will be served at the Barbican Centre after the ceremony.

8. Certificates

Please note that graduates are not presented with certificates at the ceremony.

Certificates are despatched separately by the Diploma Production Office - please contact them directly with any certificate queries or address changes by e-mailing diploma.enquiries@lon.ac.uk

9. Feedback on your study with us

At the University of London we greatly value your views about the External System. Not only does this provide us with useful feedback, your comments can also help prospective students decide whether this mode of study is suitable for them.

As you may know, we use student quotes in our promotional materials and on our website. If you would like to contribute towards our publications or website we would be delighted to hear from you. Listed below are possible topics to use, but these are intended as a guide only so please feel free to write as much or as little as you like on any aspect of your study. If possible, please email your feedback as a Word attachment to Peter Quinn, Senior Communications Manager (peter.quinn@london.ac.uk).

Possible topics:

- Your current employment and whether your workplace was supportive of your studies.
- Your reasons for choosing the External System and whether you considered other education providers.
- The particular challenges of distance learning and an insight into your day-to-day study experience.
- What advice you would give to someone who was considering doing the same programme.
- How you hope to benefit from your qualification.

10. Alumni Association

As a graduate of the University of London you are entitled to join the External System Alumni Association. The Association has more than 18,000 members, and as a participant you will be eligible to receive a series of services and benefits, plus invitations to alumni events all around the world. If you would like to register, please visit our website:

<http://www.londonexternal.ac.uk/alumni/register.shtml>