

**Please complete all sections of this form.
Students are required to read the instructions at the back of this application form before submitting.**

SECTION A: PERSONAL DETAILS

Student ID:		
First Name:	Middle Name:	
Surname:		
Postal Address:	Date of Birth:	DD MM YYYY
	Telephone:	
	Email:	

Programme you are completing?: Programme:

Major 1:

Major 2:

Minor:

SECTION B: GRADUATION CEREMONY

Please tick only **ONE** graduation ceremony :

Laucala Campus - March / April

Samoa Campus - April / May

Foundation

Laucala Campus - September / October

Solomon Campus - September / October

Other Campus Ceremony:

Emalus Campus - April / May

Tonga Campus - October / November

(state campus)

SECTION C: GRADUATION ATTENDANCE

I will attend the graduation ceremony

I will NOT attend the graduation ceremony

SECTION D: DECLARATION

I certify that the particulars in this form are correct, I have read the notes at the back of this form, and I will abide by the rules set out in the Statutes, Ordinances Regulations and the Charter of the University of the South Pacific.

Student's signature : _____ **OR** _____ Date : _____

Completed Request for Completion of Programme Forms should be sent to:

For Laucala Campus:
COMPLETION OF PROGRAMME
Student Administrative Services
Laucala Campus
The University of the South Pacific
Suva, FIJI

For Emalus Campus:
COMPLETION OF PROGRAMME
Student Administrative Services
Emalus Campus
The University of the South Pacific
Port Vila, VANUATU

For Samoa Campus:
COMPLETION OF PROGRAMME
Student Administrative
Services Samoa Campus
The University of the South Pacific
Apia, SAMOA

For Solomon Is Campuse:
COMPLETION OF PROGRAMME
Student Administrative Services
Solomon Is Campus
The University of the South Pacific
Honiara, SOLOMON ISLANDS

For other Regional students: COMPLETION OF PROGRAMME (Submit to your USP Campus).

Email ALL Completion of programme queries to : completions@usp.ac.fj

Students applying to graduate should note the following:

1. **Apply** - You are required to apply for only one of the stated graduation ceremonies and your application should reach Student Administrative Services – Laucala Campus by the advertised closing date. This date is sent out via email notification to your student email account.
2. **For any other Campus graduation ceremony**, please liaise with your Campus Administration Office prior to applying as the decision to have a graduation ceremony other than the ones scheduled, depends on the approval of USP Senior Management.
3. **Only students** from Samoa, Vanuatu and the Solomon Islands or students studying at those campuses are eligible to apply for those graduation ceremonies.
4. **Response to your application.** If you have not received a response to your application 3 weeks prior to the graduation ceremony, contact Student Administrative Services / your Campus Administration Office for an update.
5. **Deferment.** If you decide to defer your application to a later graduation ceremony, an email needs to be sent to completions@usp.ac.fj no later than three weeks before the graduation ceremony you initially applied for takes place.
6. **Check your name on your SOLS account.** If your name is incorrect or you would like to request for a change in your name, you are required to complete and submit a “*Request for Change to Personal Details*” form as soon as possible but no later than three weeks before the graduation ceremony.
7. **Check your mailing and vacation address.** If your address has changed or it will change before graduation, inform Student Administrative Services / your Campus Administration Office by completing a “*Request for Change to Personal Details*” form as soon as possible but no later than three weeks before the graduation ceremony. Note that the decision on your application is normally sent to your vacation address.
8. **Attendance** – If you do not attend the graduation ceremony, you can either collect your certificate from Student Administrative Services – Laucala Campus the week after the graduation day or request it to be sent to your vacation postal address or to the USP campus in your home country.
9. If you do **not attend the graduation ceremony** and do not notify the means of collection, your certificate will be sent to the vacation address listed on your SOLS account.

Your application will be deemed unsuccessful if the following issues are not sorted three weeks before the graduation ceremony:

1. Your courses are not properly registered and your tuition fees have not been cleared,
2. You have HOLDS (that is a block against your student account for outstanding fees, discipline issues, etc),
3. Written approvals for any waiver/substitution of courses from your Head of School (endorsed by the Associate Dean’s Office) have not been submitted to Student Administrative Services for processing,
4. Your pending/outstanding grades and practicum have not been submitted to Student Administrative Services for updating,
5. The completed paperwork for your thesis (Master, PhD) has not been submitted to Student Administrative Services for processing.

For clarifications, please email the SAS Assessment Team: completions@usp.ac.fj