STUDENT ID NUMBER

FNU FIJI NATIONAL UNIVERSITY

P.O. Box 7222 Nasinu FIJI. Telephone: (679)3394000/(679)3381044 Facsimile: (679)3393230
Website: www.fnu.ac.fj

SAS 06

APPLICATION FOR GRADUATION

Mandatory requirement: Attach a copy of the Birth Certificate / Marriage Certificate. This application is subject to verification of all the requirements of the programme. Please fill an application per programme.

Please complete all sections of this form.   Please use block letters.   Tick boxes where appropriate

A   PERSONAL DETAILS

Surname   : _____

Other Name(s)   : _____

First Name   : _____

Gender: ☐ Male   ☐ Female

Date of Birth: _____

Name of Sponsor *(if sponsored)*: _____

Postal Address:

_____

_____

Mobile Number: _____

Telephone Number: _____

Email Address: _____

Employment Address *(if applicable)*:

_____

_____

_____

Phone Contact: _____

Email Address: _____

B   GRADUATION DETAILS

Enrolled Programme:

_____

	Major 1	Major 2	Minor
	_____	_____	_____

College of:

☐ Agriculture, Fisheries and Forestry

☐ Business, Hospitality and Tourism Studies

☐ Engineering, Science and Technology

☐ Humanities and Education

☐ Medicine, Nursing and Health Sciences

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.

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   ☐ Lautoka   ☐ Labasa   ☐ Other _____

_____   _____
            Student Signature   Date (DD/YY/MM)

C   STUDENT CLEARANCE *Please obtain clearance according to sections enlisted consecutively*

COLLEGE / SCHOOL / DEPARTMENT

Programme requirements fully met/completed

Yes	No

Programme qualifying to graduate in : _____

Comments:_____

_____

HOS / HOD:	Date: (DD/MM/YY)	Stamp:

C	STUDENT CLEARANCE *Continued - Please obtain clearance according to sections enlisted consecutively*

LIBRARY

All items returned   [Yes | No]   Amount Charged: _____

Comments_____
_____
_____
_____

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

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: (DD/MM/YY)	Stamp:

FINANCE DEPARTMENT

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

Comments_____
_____
_____

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

STUDENT ACADEMIC SERVICES

All records updated   [Yes | No]

Comments_____
_____ –
_____
_____

SAS Officer:	Date: (DD/MM/YY)	Stamp:

SCHOOL / DEPARTMENT

Secretary:	Received Date: (DD/MM/YY)	Stamp:

D	FOR OFFICIAL USE ONLY *– to be submitted with the E7 form*

GRADUATION COORDINATOR:

Comments_____
_____ –
_____
_____
_____

Graduation Coordinator:	Date: (DD/MM/YY)	Stamp:

"The FNU aims to be the premier university for higher education, technical and vocational education and training, research and development in Fiji and the Pacific region, and to be the national centre of excellence in Fiji for all things to do with training and productivity."