2013 JULY GRADUATION CEREMONIES

Thank you for applying to attend the 2013 UCL Graduation Ceremonies. We are looking forward to meeting you and your guests in July. Your 'confirmation' letter (enclosed with this information sheet) confirms the date and time of your graduation ceremony as well as the number of guest tickets you have been allocated. These details will not change; you can now plan your day.

What do I need to do now?

- Keep your 'contact' email address up to date.
- Ensure you cancel any unwanted tickets before 4pm on 07 June 2013.
- Order your academic robes before 17 June 2013. **The robe hire website will be open from Friday 17 May 2013.**
- If applicable, apply for the appropriate visa.
- Ensure you advise us of any seating or access requirements for you or your guests.
- Advise academic staff from your department before 07 June 2013 if you would like them to attend your ceremony.

Tickets

Your tickets will be available to collect on the day of your ceremony. We will email you in June 2013 with details of how to do this. Please keep your 'contact' address up to date to ensure we are able to correspond with you. You can do this via Portico at **www.ucl.ac.uk/portico**. If your log-in details are no longer valid please email Student Records at **studentrecords@ucl.ac.uk** and they will be able to update your address for you.

Cancellations and Additional Tickets

You can cancel any or all of your tickets without penalty providing you submit a 'Ticket Cancellation and Refund Request' form to the Student Centre Events Team by 4pm on 07 June 2013. This form must be completed and signed by the graduand. We will refund you in full up until 07 June 2013. Unfortunately cancellation and refund requests received after this date cannot be processed.

The 'Ticket Cancellation and Refund Request' form is available to download from our website: **www.ucl.ac.uk/graduation/tickets**. Please send all refund requests to the Student Centre Events Team, Student Centre, Registry and Academic Services, UCL, Gower Street, London, WC1E 6BT or fax to +44 (0)20 7679 0675 by 4pm on 07 June 2013.

Where there is availability we will continue to accept requests for additional tickets. To request additional tickets you need to complete the 'Additional Guest Ticket Request' form and return it to the above address with payment. Forms are provided on request. Additional tickets will be sold on a first come first served basis.

Boxes

There are a limited number of boxes available at the Royal Festival Hall. They seat up to four guests and cost £150.00. We would like to offer you the opportunity to exchange your guest auditorium seats for a box. You can exchange your guest seats by completing the appropriate form and paying the additional amount e.g. if you have already purchased four guest tickets at a cost of £120 you would need to pay an additional £30 to exchange to a box. To request a form please email **grad_ceremonies@ucl.ac.uk**. Boxes will be allocated on a first come first served basis.
If you have already requested and paid for a box you will have received a confirmation letter with this information sheet. If you have not received this please contact the Student Centre Events Team immediately.

Robes

Academic dress is mandatory at UCL's Graduation Ceremonies. It is your responsibility to order the appropriate academic dress from UCL's appointed supplier, J. Wippell & Co Ltd. The robe hire website will be open from Friday 17 May 2013. The easiest way to hire or buy your academic dress is online at **www.wippellgownhire.co.uk**.

All orders must be placed before midnight on **17 June 2013.** If you are unable to order online please contact J. Wippell on +44 (0)1392 254234 and they will post an order form to you which allows payment by cheque or postal order ONLY. The academic dress hire fee for all degrees is £40.

When you place an order you will need to provide the following information:

- Head circumference (details of how to measure your head are on the J. Wippell website).
- Chest and height measurements.
- Date and time of your ceremony.
- Qualification.
- Awarding institution (UCL or University of London). This information can be found on your Portico Graduation Ceremony ticket application summary screen or by emailing **grad_ceremonies@ucl.ac.uk**.

DVDs and Merchandise

DVDs and merchandise will be available at the ceremonies. Further information is available from the graduation ceremonies website **www.ucl.ac.uk/graduation/merchandise.**

Photography

UCL's appointed graduation photographers offer two styles of photography, the 'Tempest Classic Service' and 'Studio b3'.

The 'Tempest Classic Service' offers traditional graduation portrait photography. The studios for the 'Tempest Classic Service' will be available before the graduation ceremony at the Royal Festival Hall. If this is your preferred choice of photography we advise you and your guests to arrive at least 2 hours before the start of your ceremony to avoid disappointment.

'Studio b3' offers a choice of contemporary black & white or colour photographs and a more personalised service. 'Studio b3' will be available before each graduation ceremony, by appointment only, at the Royal Festival Hall. To book an appointment for 'Studio b3' please email the Student Centre Events Team at **grad_ceremonies@ucl.ac.uk**.

To find out more about the photography available at the 2013 Graduation Ceremonies please refer to the H Tempest Ltd website **www.tempest-graduations.co.uk/**. Please ensure you have looked at the site before making a choice or booking an appointment. You can also contact H Tempest's Customer Service representatives on + 44 (0)1736 752 411 or email **graduation-photographs@htempest.co.uk**.

Visas

If your guests are travelling from outside the EU to attend a graduation ceremony they will need a visitor visa to enter the UK. If your student visa has expired you will also need to apply for a visitor visa. Information on visas can be found at **www.ukvisas.gov.uk/en**. Please refer to our website for further information at **www.ucl.ac.uk/graduation/tickets**. If you have any further visa queries please contact the Rights and Advice Centre at **uclu-rights.advice@ucl.ac.uk** or on +44 (0) 207 679 2998.

Access

You will have indicated on your application whether you or your guest(s) will be attending your graduation ceremony in a wheelchair or may have contacted the Student Centre Events Team about specific seating requirements. If you have not done this or your circumstances have changed please contact us as soon as possible.

The 'Access Guide' is available to download from our website at **www.ucl.ac.uk/graduation/access** and is designed to assist with the smooth running of your day.

Staff Attendance

All academic staff have been invited to attend the graduation ceremonies. If there is a particular member of staff you would like to see at your graduation ceremony you may wish to contact them directly to advise them of the date and time of your ceremony. Staff can apply to attend up until 07 June 2013.

Specific information about how your graduation day will be organised will be emailed to your 'contact' email address in early June 2013. This information will also be available on our website **www.ucl.ac.uk/graduation.**

If you have any queries please contact us at **grad_ceremonies@ucl.ac.uk**
or call us on +44 (0)20 7679 2051/3568.