



2014 AUGUST/SEPTEMBER GRADUATION CEREMONIES

IMPORTANT INFORMATION

Thank you for applying to attend the 2014 UCL Graduation Ceremonies. We are looking forward to meeting you and your guests in August/September. 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!

Pre-ceremony activities (academic robe collection, registration, ticket collection, photography, merchandise and other services) will take place at Senate House. Your graduation ceremony and reception will be held at Bedford Square Garden.

What do I need to do now?

- Keep your 'contact' postal and email addresses up to date on Portico.
- Ensure you cancel any unwanted tickets before 4pm (BST) on 06 June 2014.
- Order your academic robes before 18 August 2014.
- If applicable, apply for the appropriate visa.
- Ensure you advise us of any seating or access requirements for you or your guests.
- Read the information contained on this document and keep it safe for reference later.

Visas

If you or your guests are travelling from outside the EU to attend a UCL graduation ceremony you may need a visa to enter the UK. If your student visa has expired and you have left the UK, you will need to apply for a general visitor visa. The 'confirmation' letter enclosed with this document confirms the date and time of your graduation ceremony and the number of guest tickets you have been allocated. It can be used to support your visa applications.

Please note that UCL is unable to provide any kind of additional invitation letter or any document naming guests to support visa applications.

We strongly advise all graduands and guests to read through our guidance document and consult the relevant pages of the UK Visa and Immigration website before applying for their visa. Further information can be found on our website www.ucl.ac.uk/graduation.

Tickets

Your tickets will be available to collect **on the day of your ceremony**. We will contact you in July 2014 with details of how to do this. Please keep your 'contact' details 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 If your login details are no longer valid please email the Student Centre at studentrecords@ucl.ac.uk and they will be able to update your address for you.

Cancellations, Refunds and Additional Tickets

If you or your guests are no longer able to attend your graduation ceremony you can cancel any or all of your tickets without penalty providing you submit a 'Ticket Cancellation and Refund Request' form to us by **4pm (BST) on 06 June 2014**. This form must be completed and signed by the graduand. We will refund you in full up until 4pm (BST) on 06 June 2014. Unfortunately 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 email all refund requests to grad_ceremonies@ucl.ac.uk by 4pm (BST) on 06 June 2014.

Where there is space we will continue to accept requests for additional guest tickets. Please email grad_ceremonies@ucl.ac.uk to check availability. Additional guest tickets will be sold on a first come, first served basis.

Academic Robe Hire

Academic robes are mandatory at UCL's Graduation Ceremonies. It is your responsibility to order the appropriate academic robes from UCL's appointed supplier, J. Wippell & Co Ltd. The easiest way to hire or buy your academic robes is online at www.wippellgownhire.co.uk. The academic robe hire fee for all degrees is **£42.00**.

All orders must be placed before midnight on **18 August 2014**. If you are unable to order online please contact J. Wippell & Co Ltd. on +44 (0)1392 254 234 and they will post an order form to you which allows payment by cheque or postal order ONLY.

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 Portico in 'My Graduation' on the ticket application summary screen or by emailing grad_ceremonies@ucl.ac.uk.

DVDs and Merchandise

DVDs and merchandise can be purchased at the ceremonies. Further information is available from our website www.ucl.ac.uk/graduation/merchandise. Please also see the leaflets enclosed with this information.

Photography

Photography services are only available **before** the ceremonies. 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, there are a large number of these studios therefore you do not need to book in advance for this service, you simply queue on the day. 'Studio b3' offers a more bespoke and personalised service with more studio time and the choice of colour or black and white photographs. If you would like 'Studio b3' please email grad_ceremonies@ucl.ac.uk to book an appointment.

If you have any questions regarding styles or packages please contact H Tempest's Customer Service representatives on + 44 (0)1736 752 411 or email graduation-photographs@htempest.co.uk.

Access

You should have indicated on your application whether you or your guest(s) will be attending your graduation ceremony in a wheelchair or contacted us about specific seating requirements. If you have not done this, or your circumstances have changed, please email us as soon as possible at grad_ceremonies@ucl.ac.uk.

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 by highlighting all accessible routes and facilities around Senate House and Bedford Square Garden.

Contact us

Our website has lots of information to help you plan your day. However, specific information about how your graduation day will be organised and how you collect your tickets will be posted and emailed to your 'contact' details in July 2014. Should you have any queries or require further information regarding the ceremonies please do not hesitate to contact us at grad_ceremonies@ucl.ac.uk or telephone + 44 (0)20 7679 2051/3568.

Student Support and Events Team