

Application for Graduation

Please return the completed application form to studentservices@eia.edu.au.

Section 1: Student Details	
Student ID	
Student Name	
Name to appear on Testamur (please print in CAPITAL LETTERS)	
Course	☐ Master of Business Administration ☐ Master of Information Technology ☐ Bachelor of Accounting ☐ Bachelor of Marketing ☐ Bachelor of Information Technology
Specialisation (if applicable)	☐ Information System (IS) ☐ ICT Security ☐ Not Applicable
Current Email	
Current Mobile	
Current Residential Address	
Postal Address (if different from residential address):	

Section 2: Graduation details

I apply to graduate from my enrolled course. (select one only)

- ☐ I wish to attend the graduation ceremony.
- ☐ I do not wish to attend the graduation ceremony and request to graduate in absentia
- ☐ I wish to defer my graduation ceremony to a future ceremony.

Reason (optional): _____

I declare that:

- ☐ I have completed or will complete by the end of the current study period, all course requirements; the information provided in this application is true and correct; I have checked my personal details.
- ☐ I declare that I have paid all fees and have no outstanding financial obligations to Edvantage Institute Australia (EIA).
- ☐ I understand that submission of this application does not guarantee eligibility to graduate and that EIA will conduct an independent graduation eligibility assessment before determining my eligibility to graduate.
- ☐ I understand that photographs and recordings may be taken during the graduation ceremony and may be used by EIA for promotional purposes.

Student Signature: _____ Date: _____

Section 3: Graduation Eligibility Assessment (EIA Use Only)

Course Completion Audit

Item	Result
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Course identified correctly	☐ Yes ☐ No
All core units completed	☐ Yes ☐ No
All foundation units completed	☐ Yes ☐ No ☐ N/A
Specialisation requirements met	☐ Yes ☐ No ☐ N/A
Elective requirements met	☐ Yes ☐ No ☐ N/A
Total credit points achieved	☐ Yes ☐ No
No outstanding grades	☐ Yes ☐ No
No units in progress	☐ Yes ☐ No
Advanced standing correctly applied	☐ Yes ☐ No
Fees cleared (if required)	☐ Yes ☐ No
Graduation Audit Tool	
Graduation Audit Report Attached	☐ Yes
Audit Run Date	
Audited By	
Audit Outcome	
Outcome	☐ Eligible to Graduate ☐ Not Eligible to Graduate
If not eligible, list outstanding requirements:	

Section 4: Independent Verification (EIA Use Only)	
Verification Outcome: ☐ Verified ☐ Not Verified	
Reviewed By	
Position	
Date	

Section 5: Academic Board Approval (EIA Use Only)	
Student approved for graduation	☐ Yes ☐ No
Academic Board Meeting Date	
Minute Reference	