Register for graduation

Conferral is the process of awarding a qualification once it has been confirmed that all course requirements have been met. Conferral dates are available in the Calendar view of your MyCQU Student Portal.

Students who have been conferred must register for graduation to attend a graduation ceremony or elect to receive a testamur online or in the mail.

ATTENDING A CEREMONY

If you have been conferred, you may choose to attend an open graduation ceremony.

If you wish to attend a ceremony, it is important you complete your registration before the registration closing date.

ONLINE AND HARDCOPY DOCUMENTS

If you do not wish to attend a ceremony, you do not need to register for graduation. You can access your testamur and transcript from the My eQuals platform. Learn more about academic awards on our website, including frequently asked questions

Hardcopy documents can still be ordered online. If you wish to order a hardcopy Testamur this cannot be collected in person.

All awards/results will only be express posted individually.

HOW TO REGISTER

To register for graduation, visit the MyCQU Student Portal at my.cqu.edu.au and log in using your Student ID and password.

Navigate to the *Support* view.

Then scroll down to the *Getting Ready to Graduate* section.

GETTING READY TO GRADUATE

Looks like you have made it to the end of your degree! Access all the information you need to know about graduation and beyond.

Prepare to Graduate
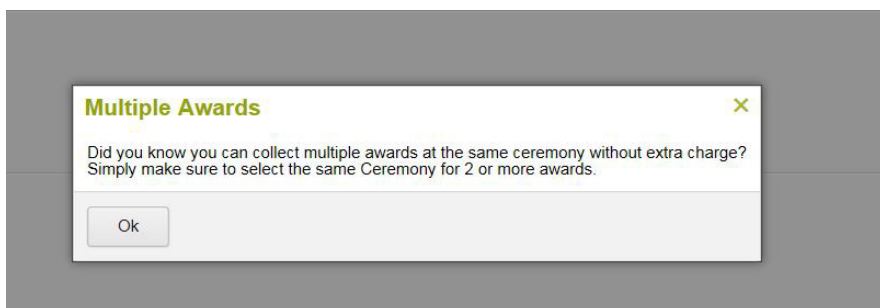Article

Register to graduate
Form

My eQuals Explained
CQU website

Select *Register to graduate*.

If you have more than one award the below pop-up will display – click *OK* to proceed:

Multiple Awards   ✕

Did you know you can collect multiple awards at the same ceremony without extra charge?
Simply make sure to select the same Ceremony for 2 or more awards.

    Ok

If you have multiple awards, you must follow the graduation registration process for each individually. Registering multiple awards for the same ceremony won't be charged twice.

From the *Online Graduation Registration* screen, you will see a list of awards in which you are eligible to graduate from.

Example of HE awards

Conferred Awards

Graduate Certificate in Project Management
Award Number:
CC33 - Graduate Certificate in Project Management
1 Attempt No. **25/03/2019** Conferral Date

UN-REGISTERED
Updated 22/01/2020
Attend a Ceremony

Graduate Diploma of Project Management
Award Number:
CV81 - Graduate Diploma of Project Management
1 Attempt No. **29/07/2019** Conferral Date

UN-REGISTERED
Updated 22/01/2020
Attend a Ceremony

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Example of VET awards

Select the *Attend a Ceremony* button to continue.

Note: Although you may register before the Conferral Date, a hardcopy testamur will not be provided until the ceremony.

You will now be directed to the *Details* tab, where you can select your name and choose a ceremony to attend from the drop-down menu.

Once you have selected a ceremony, the details for that ceremony will pre-fill automatically.

You now need to scroll down to complete the rest of the form, including cap and regalia sizing. Once you have entered the details, click *Next*.

Note: You may also elect to have someone else collect your regalia at this stage if you wish.

You will now see a confirmation screen, ensure all details are correct, then read and agree to the Terms & Conditions and select *Confirm*.

Once you have confirmed you will then need to select *Pay* to settle any outstanding charges.

Payment for registration may take up to 15 minutes to update your student account. Payment must be processed in full within 14 days from the date of registration and prior to the graduation ceremony.

Once you have registered and paid the charges the status of your award on the main *Online Graduation Registration* screen will reflect that you are registered to attend and receive your testamur at a ceremony.

Students registered to attend a graduation ceremony will be contacted by email soon after the registration closure date. This email will contain important information regarding your ceremony, regalia and additional ticket purchase.

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