

March  
2025

# Graduation FAQs

## 2025 March Ceremony Dates

Faculty of Higher Education  
Tuesday 4 March 2025

Centre for Tourism and Hospitality  
Wednesday 5 March 2025

Centre for Food Trades and Culinary Arts  
Wednesday 5 March 2025

## Ceremony Timeline – Higher Education

- 1:30PM** Check-in open.  
Photography and gowning commence in the Student Lounge from 1:30pm to 3:30pm.
- 3:30PM** Check-in close.  
Student briefing.  
Students move to Conference Centre (Building A, Level 5).
- 4:00PM** Ceremony dress rehearsal to commence.
- 5:00PM** Ceremony commences.
- 6:30PM** Ceremony concludes (approximate time).  
Light celebratory refreshments.
- 7:30PM** Gowns must be returned to the Student Lounge area.

## Ceremony Timeline – VET Centre for Tourism and Hospitality

- 8:30AM** Check-in open.  
Photography and gowning commence in the Student Lounge from 8:30am to 10:00am.
- 10:00AM** Check-in close.  
Student briefing.  
Students move to Conference Centre (Building A, Level 5).
- 10:30AM** Ceremony dress rehearsal to commence.
- 11:30AM** Ceremony commences.
- 12:30PM** Ceremony concludes (approximate time).  
Light celebratory refreshments.
- 1:00PM** Gowns must be returned to the Student Lounge area.

## Ceremony Timeline – VET Centre for Food Trades and Culinary Arts

- 1:30PM** Check-in opens.  
Photography and gowning commence in the Student Lounge from 1:30pm to 3:30pm.
- 3:30PM** Check-in close.  
Student briefing.  
Students move to Conference Centre (Building A, Level 5)
- 4:00PM** Ceremony dress rehearsal to commence.
- 5:00PM** Ceremony commences.
- 6:30PM** Ceremony concludes (approximate time).  
Light celebratory refreshments.
- 7:30PM** Gowns must be returned to the Student Lounge area.

## Purchasing tickets

### Ticket prices:

**VET (Certificate, Diploma or Advanced Diploma):** \$60

**Higher Education (Bachelor or Master):** \$80

**Guests:** \$50 each (maximum of 3 tickets per graduand)

### How do I register to graduate?

- Please ensure all academic requirements have been met and you have no outstanding fees.
- Click on the 'Graduation Booking' button on the website:  
<https://www.angliss.edu.au/current-students/graduation/>
- On the REED events homepage, click on the 'Graduating Now' button followed by the 'Graduation Booking' button.
- Enter your student number (digits only) and click 'Go' (please note that the tickets will be available from Monday 3 February to Friday 28 February 5:00pm)
- Complete Step 1 – Graduand Ticket and enter in your height for Regalia and click 'add to cart'
- Select your Guest Tickets (\$50 each)
- Follow the prompts to add other graduation products/services to your cart (optional)
- Click proceed to checkout
- Login to your Reed Graduation Services account (or sign up if a new user)
- Complete checkout prompts

### What is the cut-off date to book my tickets?

Tickets for graduands and guests are available for purchase via Reed Graduations from 8:00am Monday 3 February and must be purchased by Friday 28 February 5:00pm [online](#).

### I only have one guest attending. Can I give my spare ticket to another graduand?

Please note graduands are allowed a maximum of 3 guest tickets. All guest tickets are not exchangeable or transferable to other graduands.

### What is the cut-off date to receive a refund for purchased tickets if I am no longer able to attend the ceremony?

Tickets are non-refundable. For any further questions, please contact [graduation@angliss.edu.au](mailto:graduation@angliss.edu.au)

## Do I still need to RSVP if I do not want to attend my ceremony or if I continue to study?

If you choose not to attend the ceremony or if you are still studying, you must still RSVP.

You can choose to –

- Defer your graduation ceremony for up to two future ceremonies.
- Graduate in Absentia – You will not attend or participate and will not have the option to attend a future ceremony for the course completed.

## How do I defer/graduate in absentia?

Students must select the 'defer' or 'graduate in absentia' on Reed Graduations from Monday 3 February 8:00am and must be done by Friday 28 February 5:00pm. Which can be done by accessing the link [here](#).

## What happens to my certificate/testamur if I defer my ceremony?

If you are a **VET** student, you will have already received your certificate digitally within 30 days of completion of your course.

If you are a **Higher Education** student, your testamur is kept with us until you notify us that you will be attending.

## Are the certificates available for collection or are they posted after the ceremony has occurred?

If you are a **VET** student, you will have already received your certificate digitally within 30 days of completion of your course. Please keep an eye out for an email from [noreply@myequals.net](mailto:noreply@myequals.net) and follow the prompts to access your certificate. If you would like a physical copy of your certificate, please also follow the prompts in the My eEquals email to order a hard copy of your certificate. Once we receive your order, your certificate will be produced and posted to you.

If you are a **Higher Education** student **attending** the graduation ceremony, you can collect your certificate on the night of graduation.

If you are a **Higher Education** student and **do not** wish to attend the ceremony, Student Records will post your certificate, so please ensure your mailing details are up to date. A digital copy of your award will be issued to all **Higher Education** students following the ceremony. Please keep a look out for an email from My eEquals.

## What happens to my certificate/testamur if I have chosen to graduate in absentia?

If you are a **VET** student, you will have already received your certificate digitally within 30 days of completion of your course. If you would like a physical copy of your certificate, please also follow the prompts in the My eEquals email to order a hard copy of your certificate. Once we receive your order, your certificate will be produced and posted to you.

If you are a **Higher Education** student and **do not** wish to attend the ceremony, Student Records will post your certificate, so please ensure your mailing address is up to date. A digital copy will be issued following the ceremony.

## How do I access my Graduation documents online?

Once your certificate has been issued, you will receive an email from [noreply@myequals.net](mailto:noreply@myequals.net). Please follow the prompts to create an online account to access your documents.

The following documents are awarded digitally, and will be available to you via My eEquals:

- Vocational Education and Training Testamur
- Higher Education Testamur
- Statement of Attainment
- Statement of Results

## International Student Enquiries

**I would like to invite my parents or close relatives to attend the graduation ceremony. How do I apply for this?**

Please make sure that the following are accomplished/completed:

- Please ensure that you pass the course and apply to attend the graduation ceremony. Also, make sure to pay the fees for your guests.
- Complete a Letter Request Form at the International Office (Building B, Level 1) to apply for an invitation letter for your parents or close relatives, who will need to apply for a visitor visa to come to Australia for the Graduation ceremony.
- Ensure that you can provide evidence of the proof of relationship and submit this along with the letter request form.

Please note, it will take two working days for the support letter to be issued. Please make sure that you allow sufficient time for your parents or close relatives to apply for a visa.

For any further enquiries, please contact [international@angliss.edu.au](mailto:international@angliss.edu.au).

## Ticket Enquiries

### What does the ticket price include?

All student tickets include gown hire, refreshments and printing of your certificate. Higher Education tickets also include a graduation hat, which is yours to keep!

All guest tickets include refreshments following the ceremony.

### How many guests can I bring?

Due to the high attendance of students, all graduands are offered a **maximum of 3 guest tickets** which must be purchased by 5:00pm on Friday 28 February. This ensures each graduate has equal opportunity to invite family and friends.

### Can I bring children to the ceremony? And do they require a ticket to attend?

Graduation ceremonies are not encouraged for children under 6 years of age due to the formality and length of the ceremony and post-ceremony refreshments (approximately 2 hours). You will need to purchase a guest ticket for children 6 years or older to attend.

### I am graduating. Do I need a guest ticket?

No. Guest tickets are only required for those attending the ceremony as guests. These must be purchased by 5:00pm on Friday 28 February.

## On the day

### Please refer to your Ceremony Timeline for further information. Check-in & gown collection

Upon arrival at the Student Lounge, you will be greeted by a member of staff who will register with you. Please ensure you have your printed ticket or a digital copy to present to the staff. You will be able to collect your gowns and have them fitted on the day. Please note, anyone without a ticket will be unable to attend this ceremony but can reschedule for August 2025 or March 2026.

### I want to take photos at an external location with my guests. Could I please borrow the gown before/after ceremony to do this?

Unfortunately, our gowns cannot be taken off campus for photos. Gowns are only available from check-in time to 90 minutes post ceremony. Please refer to your ceremony timeline for further information.



## Photography

Once you have collected your gown, you and your guests can take professional photography. Photography services will be available before the ceremony. Please note that preference will be given to those who have pre-booked their photography session through [Reed Graduations](#). An additional \$30 studio service fee will be charged on the day in addition to your photo package.

## Merchandise

A range of Angliss merchandise is available for you to purchase online and on the day. You can find merchandise in the Student Lounge on the day of the ceremony, and it is available for purchase until 7:30pm.

## Is there a cloak room?

Yes. Items can be cloaked in the Student Lounge prior to the ceremony. However, we advise that you do not bring any valuables on the day.

Graduands are asked to keep belongings to a minimum as they will not be permitted in the student briefing room or auditorium.

## Can I come on the day if I haven't registered or booked a ticket?

No. Only graduands and guests who have registered and paid can attend the graduation ceremony. Please ensure you read your graduation SMS thoroughly and register/pay your graduation fee before the cut-off date Friday 28 February 5:00pm. Please note, anyone without a ticket will be unable to attend this ceremony and will have to defer their graduation ceremony to August 2025 or March 2026.

## As a guest, what do I bring on the day of the ceremony?

All guests are required to bring a mobile or printed copy of their ticket. Your ticket will then be scanned at the entrance to the Conference Centre.

## Is there a dress code?

A graduation ceremony is a formal occasion and thus we ask that you dress in 'business attire' or as though you are attending an interview. Please note, your gowns will not cover what you are wearing so please make sure you are professional in your attire. Please consider wearing heels only if you are comfortable walking across the stage and on stairs.

## Where do I go on the day of the ceremony?

Graduands are required to arrive at the Institute by check-in time. Upon arrival, please proceed to the Student Lounge (Building C, Level 1) for graduand registration, gown collection and photography.

## May I arrive later than check-in?

All graduands must arrive and check-in prior to check-in closure. Anyone arriving later will be unable to attend the ceremony. This is to ensure sufficient time for gowning, photography, rehearsal and briefing. Please note, if you miss this time, you may be excluded from this ceremony and will need to defer your graduation ceremony to August 2025 or March 2026.

Please see below for check-in detail below –

### Higher Education

Check-in: 1:30pm – 3:30pm                      Tuesday 4 March 2025

### Centre for Tourism and Hospitality

Check-in: 8:30am – 10:00am                      Wednesday 5 March 2025

### Centre for Food Trades and Culinary Arts

Check-in: 1:30pm – 3:30pm                      Wednesday 5 March 2025

### Do my guests have to arrive 2 hours before the ceremony?

If your guests wish to take part in photography prior to the ceremony, they will need to arrive with you, otherwise they are welcome to arrive at any time before the ceremony. Guests will be seated approximately 10 minutes before the ceremony commences.

## The Ceremony

### Where is the ceremony?

All ceremonies are held in the Angliss Conference Centre (A5) in Building A, Level 5. We are located at 555 La Trobe Street, Melbourne (corner of La Trobe St and King St).

### How long will the ceremony run for?

Typically, each ceremony runs for 1.5 hours.

### Where will I sit?

Graduands are allocated seats to ensure they process onto the stage in the correct order. Your seat will be allocated during the briefing - don't miss it! Regarding guest seating, it is not reserved and is allocated on a "first come, first seated" basis.

### What happens during the ceremony?

Once guests are seated, graduands will be welcomed, followed by a welcome to the Official Party. The ceremony will then proceed as follows:

- Official Party arrival welcome
- Graduands and guests are welcome
- Welcome to Graduands, Award Recipients, Award Sponsors and Guests
- Guest Speaker's Address to graduands
- Occasional Address
- Presentation of Graduation Certificates (your time to shine on stage!)
- Presentation of Special Achievement Awards
- Closing Address

## After the ceremony

### Will there be food?

There sure will be! Graduates and guests are invited to light refreshments at the conclusion of the ceremony.

### Can I wear a gown after the ceremony?

You can, if you take extra care when eating and drinking! Graduands will be required to return their gowns to the gowning area at the conclusion of the event; you will be alerted to this during your briefing session.

### Where do I return my gown?

Graduands will be required to return their gowns to the gowning area at the conclusion of the event; you will be alerted to this during your briefing session.

### Can I keep my graduation trencher (i.e. hat)?

All Higher Education tickets include a graduation trencher/hat, which is yours to keep!

### I have an enquiry about my photo order. Who do I contact?

Please contact [hello@reedgraduations.com.au](mailto:hello@reedgraduations.com.au) for all photo order enquiries.

### How do I stay in touch?

Make sure to visit our [Alumni LinkedIn](#) page to stay connected.