



# Graduation Checklist 2017

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## BEFORE YOUR GRADUATION DAY

- Clear any outstanding debt by **Friday 9 June 2017**. For more information, please see: [www.le.ac.uk/payfees](http://www.le.ac.uk/payfees)
- Let us know if you would like to attend your Graduation Ceremony by registering on <https://srs.le.ac.uk> by **16 June 2017**
- Make sure that we have your correct name and programme details, and that we know whether you require any guest tickets or special arrangements
- Order your Academic Dress from [www.edeandravenscroft.com/graduation-services](http://www.edeandravenscroft.com/graduation-services) by **16 June 2017**. Ede and Ravenscroft will be located in Queen's Hall, Percy Gee building on the day
- Order your official photography from [www.tempest-graduations.co.uk](http://www.tempest-graduations.co.uk). There will also be representatives from Tempest in the Percy Gee building throughout the graduation week
- Plan your travel arrangements

## ON YOUR GRADUATION DAY

- Collect your Academic Dress from Queen's Hall, Percy Gee building
- Ensure that your guests have printed their tickets - printing facilities will be available on the day outside Queen's Hall, Percy Gee building
- Have your photograph taken at the O2 Academy
- Check-in at De Montfort Hall *at least* 15 minutes before your ceremony
- Collect your Degree Certificate and Transcript
- Return your Academic Dress to Queen's Hall by 6pm