LADY MARGARET HALL
Degree Ceremony Booking Form

Please do not use this form to book for the MA **(to which holders of BA degrees are entitled 21 terms after matriculation)**

Please indicate ceremony date: **In person / In absentia** **(Please circle)**

Degree: Subject: Matric. Year:
(eg BA, MEng, MChem, etc)

Surname: First Names:

Maiden Name: Date of Birth:
(If applicable. Please indicate if you wish this name to appear on your degree certificate instead of your current name)

E-mail address:
(*Not* your LMH address. Please note that we will use your email address to contact you about graduation).

Address (to which certificate should be sent if graduating in absentia):

Mobile:

Lunch & Ceremony Tickets:

Your lunch is provided free of charge and you do not need a ticket for the Ceremony.

Guest lunch tickets are £16 each and each guest needs a ticket (no charge) for the ceremony.

Except for ceremonies on 16 July 2011 (14 July 2012) and 23 September 2011 (21 September 2012), where graduands are only allocated 2 guest tickets, graduands are allocated a maximum of 3 guests for the ceremony. If you would like more than 3 tickets for the ceremony please let us know and we will put your name on a waiting list. We can, however, cater for extra guests at lunch.

☐ I will attend lunch. ☐ I require_____guest lunch tickets (£16 each).

☐ I require_____ guest tickets for entry to the Ceremony.

NB
- The lunch provided is a buffet which caters for vegetarians.
- You pick up your tickets on the day. They are not posted.

Gowns

You have the option of College organizing the hiring of your gown for you. We use Shepherd & Woodward.

In the ceremony you are *presented* in one gown (and maybe hood) depending on your situation and

then you change into the gown (and maybe hood) of the degree you are *receiving.*

To be presented you need to wear sub fusc (black suit, white shirt, white bow tie for men; black skirt/trousers, white shirt, black ribbon, black tights for women) and the gown (scholars'/commoners'/graduate gown) and mortarboard in which you took your exams. If you have a previous degree from Oxford (and Oxford only), such as a BA degree, you may wear that gown and hood. *We will assume that you already* ***own*** *this gown etc unless you tell us otherwise in which case we can hire that for you too.*

To receive your degree you change into gown and hood of the degree you have just earned yourself. This is the gown (and hood) that most students need to hire.

Costs (please note these are 2010 quotes and will change with inflation).

- Undergraduate degrees (e.g. BA, MPhys, MMaths) Gowns & Hoods, DPhil Gowns (no separate hood) = £39.99.
- Masters Degrees Gowns and Hoods (e.g. MJur, BCL, MSt, MPhil, MSc) = £44.99.

My height is _____

I require a _____ gown & hood (e.g. BA gown and good, MSt gown and hood, DPhil gown)

I will bring my own scholars'/commoners' /graduate gown and mortarboard to be presented ☐

Notes/Special Requirements

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NO ☐ I would like to organize my own gown and will personally notify my hirer to deliver my gown to College.

Method of Payment for lunch and/or gown

☐ Cheque (enclosed) made payable to Lady Margaret Hall.

☐ Credit/Debit card (Visa / Mastercard / Switch / Maestro / American Express)

Amount to be debited _____

Name on card_____Card number:_____

Expiry date:_____ Issue no (if maestro):_____

Important Information

Please note:

1. Once a candidate's name has been submitted (16 days before the ceremony), s/he cannot be withdrawn from a ceremony. S/he will have to graduate in absentia.
2. The University will not graduate any student with outstanding debts or book loans to the University or any of the component Colleges.

☐ I have read and understood the above ……