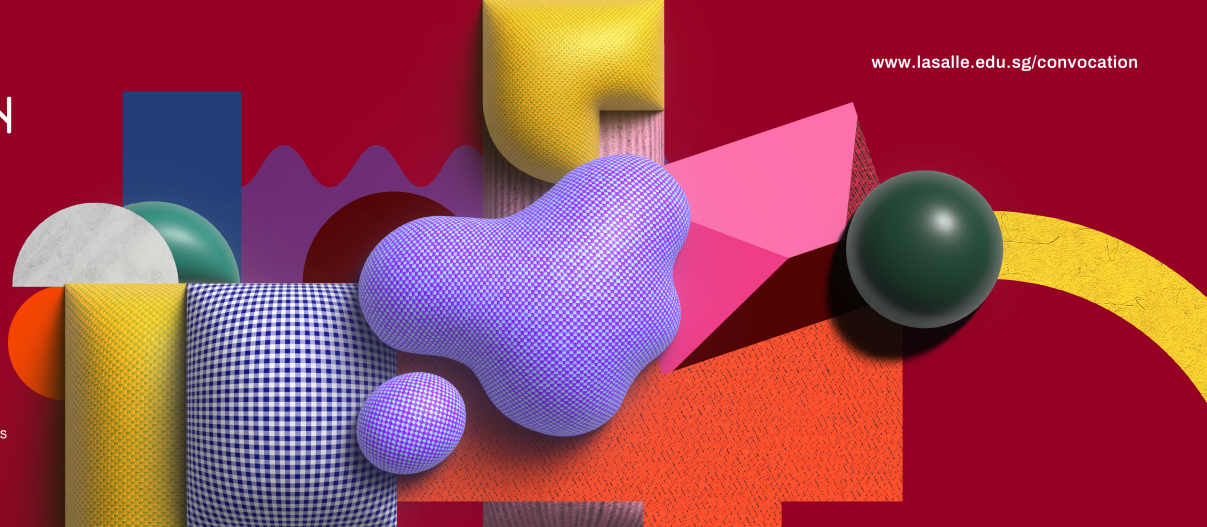


4 Aug 2023

Singapore EXPO
Convention & Exhibition
Centre, Hall 3



Information for graduands

Eligibility to attend

All students who have completed their studies and successfully passed the Diploma, BA(Hons) and MA programmes at the end of Semester 2 of Academic Year 2022/2023 will be eligible to register for Convocation. If you are unsure about your eligibility to attend Convocation, please email academic.admin@lasalle.edu.sg.

Schedule

14 Apr 2023	Online registration for Convocation opens.
16 Jun 2023	Registration for LASALLE Convocation 2023 closes.
22 – 30 Jun 2023	Registered graduands receive confirmation email with details on gown collection and other information.
24 – 28 Jul 2023	Registered graduands receive confirmation email with unique QR code for on-site registration and/or email with live stream link.
4 Aug 2023	LASALLE Convocation for Class of 2023 at Singapore Expo Hall 3 and on YouTube.

Collection of certificates

Graduands are to collect their certificates during the Convocation ceremony.

If you are unable to attend the ceremony, please email academic.admin@lasalle.edu.sg to arrange for collection of your certificate.

All certificates must be collected by Friday, 22 December 2023. Beyond this date, the College shall have the discretion to dispose of all uncollected certificates.

There will be no replacement or reprint of certificates. Graduands who request for a reprint or replacement of their certificate will be issued with a certified true copy endorsed by the College and fees may be incurred. Please refer to **Request for Transcript** for more information.

Online registration

Registration for Convocation 2023 is open until 16 June 2023. Only graduands who have registered by the deadline will be allowed on stage.

Each graduand will be allowed to bring a maximum of two guests. Additional tickets will be available for purchase at \$50 per ticket on a first-come, first-served basis.

The Convocation ceremonies will be livestreamed on **YouTube**. Details will be made available closer to the event date.

Confirmation of registration

After you have registered your attendance online, you will receive an email confirmation between 22 June to 30 June 2023. A link and password will be included in the confirmation email for you to reserve your academic gown.

Please contact alumni@lasalle.edu.sg if you do not receive the email by 30 June 2023.

Special assistance

Please inform us if you require any assistance going on and off the Convocation stage. Graduands with mobility challenges (e.g. wheelchair, crutches, walking aids etc.) or hearing or visual impairment may notify us via email to convocation@lasalle.edu.sg so that the necessary arrangements can be made. Please state the subject of the email as 'Assistance during Convocation'.

Depending on the layout of the venue, graduands with mobility challenges may not be seated with their programme mates during the Convocation ceremony.

Full-time national servicemen

Full-time national servicemen (NSF) may approach the Division of Student Administration for an official Convocation letter. However, the decision as to whether you can be released from camp to attend the Convocation lies with MINDEF. The release of NSF is subject to exigencies of services and each unit's training schedule.

The official Convocation letter can be shown to your officer, as MINDEF units would require evidence of the Convocation before releasing the NSF from their units for the day. To request for your Convocation letter, please email convocation@lasalle.edu.sg

Academic gown

After registering your attendance for Convocation, you will receive an email with a link and password to reserve your academic gown between 22 June and 30 June 2023. Please contact alumni@lasalle.edu.sg if you do not receive an email.

All graduands attending the Convocation ceremony are required to wear academic gowns. Only those who have registered their attendance for the Convocation and reserved an academic gown will be issued one.

Creative District Pte Ltd is the appointed gown hirer and official photographer for LASALLE Convocation 2023.

Gown deposit and rental charges

Please pay the gown deposit and rental **in cash** to Creative District when you collect your academic gown.

Gown rental

\$50.00 (non-refundable, includes 8% GST)

Deposit (Diploma)

\$150.00 (cash only, fully refunded upon return of gown in good condition)

Deposit (BA(Hons) and MA)

\$200.00 (cash only, fully refunded upon return of gown in good condition)

For any queries about the academic gown, please email enquiry@creativedistrict.com.sg. They are open from Mondays to Fridays, 10:00am to 7:00pm.

The above mentioned rates are applicable only if you are attending Convocation in person. If you wish to rent the gown for your private photo taking, please email Creative District for rates.

Creative District

20 Jalan Kilang
Autobahn, #06-01
Singapore 159418
Tel: +65 6471 2788
Email: enquiry@creativedistrict.com.sg

Nearest MRT station: Redhill

Buses: 14, 123, 147, 153, 196, 197, 198, 855, 961

Please collect your academic gown according to the schedule provided below. Graduates who did not register or missed the registration deadline for the Convocation will not be issued an academic gown.

Schedule for gown rental

Type of conferment	Dates to rent your gown	Time
Diploma	31 Jul – 3 Aug 2023	12:00pm – 8:30pm
BA(Hons)	27 – 28 Jul 2023, 31 Jul – 2 Aug 2023	12:00pm – 8:30pm
MA	27 – 28 Jul 2023, 31 Jul – 3 Aug 2023	12:00pm – 8:30pm

*International students can collect their gown on 3 August 2023. Do email proof of air ticket for collection on said date.

You will be required to book an appointment to collect your gown in person as you will need a fitting. Do adhere to your allocated time slot to avoid overcrowding the studio space. No proxies will be allowed to collect your gown on your behalf.

Schedule for gown return

Date	Time
5 Aug 2023 (stage and group photo will only be available for collection from 2:00pm onwards)	2:00pm – 7:00pm
6 – 8 Aug 2023	12:00pm – 7:00pm

Do ensure that you return a complete set which includes an academic gown, mortar board, sash and gown bag. Any gown set not returned by the deadline or returned incomplete or damaged will result in your deposit being forfeited.

If you are sending a proxy to return the gown on your behalf, please email Creative District at enquiry@creativedistrict.com.sg with your proxy's and your details.

Stage photography

LASALLE has engaged Creative District as the official event photographer for the Convocation. Each graduand may pre-order a copy of their on-stage photograph when renting your gown.

Useful contacts

If you have any queries regarding Convocation, please contact:

Division of Advancement

Tel: +(65) 6496 5152 / +(65) 6496 5151 / +(65) 6496 5227

Email: alumni@lasalle.edu.sg

Registration for graduands

- Please arrive at the venue at least two hours prior to the start of the ceremony to accommodate for registration and gowning. The ceremony will begin on schedule and latecomers will not be allowed entry.
- Get ready your QR code to be scanned when you arrive at the counter. An email containing your unique QR code will be sent to you a week before Convocation.
- Only graduands who have responded by the deadline and have produced the unique QR code when registering will be allowed into the Convocation venue.

During the ceremony

The following must be observed at all times during registration and the ceremony:

- Graduands must be seated at assigned seats or rows only. Strictly no movement within the hall is allowed unless going up on stage to receive the certificate.
- Staff from our appointed vendor Creative District will check that your gown is in order. Concurrently, LASALLE staff will check to make sure that you are standing in the correct position and that your name card tallies with the conferment list.
- Graduands and guests must remain seated throughout the ceremony. Please do not exit the hall as no re-entry is allowed.
- Guests may take photographs and/or videos from their seats but no standing, or leaving of seats to take photographs or videos is allowed throughout the ceremony.