

2 Aug 2024

Singapore EXPO  
Convention & Exhibition  
Centre, Hall 1

## 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 2023/24 will be eligible to register for Convocation. If you are unsure about your eligibility to attend Convocation, please email [academic.admin@lasalle.edu.sg](mailto:academic.admin@lasalle.edu.sg).

### Schedule

23 Apr 2024	Online registration for LASALLE Convocation 2024 opens.
16 Jun 2024	Registration for Convocation closes.
28 Jun – 4 Jul 2024	Registered graduands receive confirmation email with details on gown collection and other information.
22 – 26 Jul 2024	Registered graduands to receive a confirmation email with unique QR code for on-site registration and/or email with a livestream link.
2 Aug 2024	LASALLE Convocation for Class of 2024 at Singapore Expo Hall 1 and livestream on LASALLE's YouTube channel.

### 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](mailto:academic.admin@lasalle.edu.sg) to arrange for collection of your certificate.

All certificates must be collected by Friday 20 December 2024. 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 2024 is open until 16 June 2024. 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 S\$50 per ticket on a first-come, first-served basis. Please write to [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg) to be on the waiting list.

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 28 June to 4 July 2024 if you have registered before the deadline. A link and password will be included in the confirmation email for you to reserve your academic gown.

Please contact [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg) if you do not receive the email by 1 July 2024.

## Special assistance

Please inform us if you require 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 email [alumni@lasalle.edu.sg](mailto:alumni@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 will be subjected 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 [academic.admin@lasalle.edu.sg](mailto:academic.admin@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 by 30 June 2024. Please contact [alumni@lasalle.edu.sg](mailto:alumni@lasalle.edu.sg) if you did 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 2024.

### 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

S\$50.00 (**cash only**, non-refundable, includes 9% GST)

#### Deposit (Diploma)

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

#### Deposit (BA (Hons) and MA)

S\$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](mailto: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](mailto: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	22 – 25 Jul & 30 Jul 2024	11:00am – 8:00pm
BA (Hons)	22 – 25 Jul & 30 Jul 2024	11:00am – 8:00pm
MA	22 – 25 Jul & 30 Jul 2024	11:00am – 8:00pm

\*International students can collect their gown on either 31 July (11:00am to 8:00pm) or 1 August 2024 (11:00am to 3:00pm).

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 2024 (Stage and group photo will only be available for collection from 2:00pm onwards)	2:00pm – 7:00pm
6 – 8 Aug 2024	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](mailto: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.

## Registration for graduands

- Please arrive at the venue at least two hours prior to the start of the ceremony to allow for registration and gowning. The ceremony will begin on time and latecomers will not be allowed entry.
- Get ready to scan your QR code 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 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 re-entry is not allowed.
- Graduands may take photographs and/or videos from their seats but are not allowed to stand or leave their seats throughout the ceremony.

## 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](mailto:alumni@lasalle.edu.sg)