

## Overview

The **Graduation** tile in myRMIT allows you to view the status of your graduation applications, apply to graduate and change your graduation options including graduation ceremonies.

## Before you begin

- Ensure that you are eligible to apply for graduation. Refer to [RMIT graduation ceremonies - RMIT University](#) for more information.

The **Graduation** tile in myRMIT lists all graduation applications that you are eligible for and graduation applications that you have initiated application for.



- The Graduation tile will remain empty until you are eligible to apply.

## Navigation

myRMIT Home Page > Graduation tile

The **myRMIT home page** displays.

**Step 1.** Click the Graduation tile to access the Graduation Applications page.

Graduation Applications page displays. The available graduation application will show **Can Apply** as the **Application Status**.

**Step 2.** Click the **Apply to Graduate** button for the relevant **Academic Program**.

The **Application to Graduate** page for the relevant Academic Program displays. You must complete 6 steps to successfully submit the graduation application.

## Step 1 of 6: Instructions

Click **Next** to progress.

## Step 2 of 6: Graduation Options

- Select **In absentia** or **Ceremony** based on preference. For example, select **Ceremony** to attend the graduation ceremony in person.
- Click the **LookUp** icon to select the ceremony venue.

## Step 2 of 6: Graduation Options i

**Bachelor of Communication (Professional Communication)**

**3.** Select a preferred ceremony from the list of available options.

Ceremony Code <span style="color: red;">i</span>	Ceremony Name <span style="color: red;">i</span>	Ceremony Date <span style="color: red;">i</span>
000040001 11	Melbourne Graduation	16 December 2026
000040003 61	SIM Graduation	20 August 2026
000040008 37	Vietnam Graduation _ HCMC	14 April 2026
000040009 13	Vietnam Graduation _ Hanoi	09 April 2026
000040010 10	Doctoral degrees ceremony	13 May 2026

4. Click **Confirm**.
5. Click **Next** to progress.

← Previous **5** Next →

### Step 2 of 5: Graduation Options i

**Bachelor of Business (International Business)**

In absentia

Ceremony 000040008 37 🔍

Vietnam Graduation \_ HCMC 14 April 2026

← Previous **4** **Confirm** →

### Step 3 of 6: Name Order

This step allows you to confirm the way your name appears on the Testamur. Testamur is the student's graduation certificate.

1. Select name against the given rows 1, 2 and 3.
2. Click **Submit**.
3. Click **Confirm** after viewing the name order.
4. Click **Next**.

← Previous **4** Next →

### Step 3 of 6: Name Order i

Confirm the order of your name to be printed on the testamur. Please note: Your chosen name order will apply to all current graduation applications.

**Anh Thi Nguyen**

To change the order of your name, select an option below.

3 rows

1	Anh
2	Thi
3	Nguyen <span style="border: 1px solid black; padding: 2px;">▼</span>

← Previous **3** **Confirm** →

**1** To change the order of your name, select an option below.

**2** Reset Submit

### Step 4 of 6: Confirm Contact Details

This step allows you to confirm your contact details. RMIT will send official graduation communications to your personal email address and/or current mailing address.

1. Edit details, if required. Click the contact to edit.
2. Click **Confirm**.
3. Click **Next**.

← Previous **3** Next →

### Step 4 of 6: Confirm Contact Details i

**2** **Confirm**

#### Email

Email Address	Email Type	Preferred
@gmail.com	Personal	>

### Step 5 of 6: Career Status Survey

Your response helps RMIT to understand and plan for the careers and employability needs of its students.

1. Provide relevant answers and click **Save Answers**. Answers cannot be changed once the page is saved.
2. Click **Next**.

← Previous **2** Next →

### Step 5 of 6: Career Status Survey i

**1** **Save Answers**

Your response helps RMIT to understand and plan for the careers and employability needs of its students.

**\*1. Select the statement that best describes your current career status**

- I am in fulltime work, or have accepted an offer with an employer
- I work as a freelancer or own my own business
- I am looking to undertake further study
- I am looking to work as a freelancer or set-up my own business
- I am looking for fulltime work, but I have not decided what career I want to undertake

## Step 6 of 6: Verify and Submit

Click **Accept** to verify all details provided and acknowledge the note mentioned in this step

### Step 6 of 6: Verify and Submit

You have completed all required details for your application to graduate.

I acknowledge that I will be unable to graduate if I owe a financial debt to the University, have outstanding enrolment requirements or have not met all academic requirements of my program.



The **Graduation Application** page displays. **Application Status** is now changed to **Applied**.

#### Graduation Applications

Application Status	Academic Program	Graduation Option	Ceremony Name	Ceremony Date	Actions
1 Applied	Bachelor of Business (Economics and Finance)	Ceremony	Vietnam Graduation _ HCMC	14 April 2026	<a href="#">Change Option</a>
2 Can Confirm	Bachelor of Business (Economics and Finance)	Ceremony	Vietnam Graduation _ HCMC	14 April 2026	<a href="#">Confirm</a>

You have successfully submitted the Graduation application on myRMIT.

## Graduation Options

You can select to **Graduate in absentia** or **Attend the ceremony**.

You can select your option in the Graduation option section in myRMIT.

### Graduate in absentia:

- 'In absentia' means that your award is conferred **without** attending a formal graduation ceremony.
- You will be conferred (graduate) at the end of the month in which you apply to graduate in absentia by the cut-off date. You will receive the set of digital academic statements (testamur, AHEGS, conferral transcript) **one week** after you graduate (your conferral date), with no fee applied.
  - Note: 2026 in absentia conferral dates will be published on [Eligibility and Apply to graduate](#) page soon.
- After the digital testamur is issued, you will receive an email on how to access your digital academic statement and how to order a hard copy testamur. The fee to order hard copy testamur is 55AUD including shipping.
- Your access to RMIT systems will be removed on the day you graduate in absentia.

### Attend the ceremony:

- RMIT Vietnam students can choose to attend either the RMIT Vietnam or RMIT Melbourne ceremony. You can select your preferred ceremony when completing the graduation application. The dates of the ceremonies are:
  - **2026 Melbourne ceremony:** The details of the 2026 RMIT Melbourne ceremony will be published on [Melbourne Graduation Ceremony](#) page later.
  - **2026 Vietnam ceremonies** are scheduled from Thursday, 9 April to Friday, 17 April 2026. The specific dates for each program will be updated. Further details will be provided in December 2025 via the [Attend the ceremony](#) page.
- If you choose to graduate at a ceremony, you will officially graduate (be conferred) at the ceremony, and:
  - Receive your hard copy testamur on your graduation day.
  - Receive the full set of digital academic statements (testamur, AHEGS, conferral transcript) one week after the date of your ceremony.
  - Your RMIT student credentials (student email, Canvas, etc.) will be deactivated on the date of your ceremony.
  - You will be required to pay the ceremony fee to attend the ceremony.

For students selecting 'In absentia', the process is complete.

For those opting to '**Attend the ceremony**', please **PAY ATTENTION TO** the next steps.

## Confirmation of Attendance (For students attending the ceremony)

After you have submitted your application to attend the ceremony, the 'Can Confirm' row will be visible. Select the 'Confirm' button to confirm your attendance.

### Graduation Applications

Application Status	Academic Program	Graduation Option	Ceremony Name	Ceremony Date	
1 Applied	Bachelor of Business (Economics and Finance)	Ceremony	Vietnam Graduation _ HCMC	14 April 2026	<a href="#">Change Option</a>
2 Can Confirm	Bachelor of Business (Economics and Finance)	Ceremony	Vietnam Graduation _ HCMC	14 April 2026	<a href="#">Confirm</a>

### Step 1 of 2: Attendance Details

- Item 1.** Number of guest tickets required (**ONLY** applicable for **Melbourne** ceremony)
- Item 2.** Indicate if you require disability assistance: If you select "**Yes**", our office will reach out to gather detailed information to assist you on the day.
- Item 3.** Gown size based on your height (**ONLY** applicable for **Melbourne** ceremony. For Vietnam ceremonies, size guidance will be available on the 'Tickets and Gown Collection' day).
- Item 4.** Mortarboard/bonnet size based on your head circumference (**ONLY** applicable for **Melbourne** ceremony. For Vietnam ceremonies, size guidance will be available on the 'Tickets and Gown Collection' day).

**\*Students applying to attend Vietnam ceremonies must complete all fields; however, only item 2 will be considered.**

Click "Save"

Confirm Graduation Ceremony

 <b>Attendance Details</b> In Progress	<b>Step 1 of 2: Attendance Details</b>	<a href="#">Save</a>
HCMC 2026 - 14 Apr 2026		
<p>Number of guest tickets required</p> <p>Indicate if you require disability assistance</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Comments</p> <p>If you answered 'Yes', a member of the graduations team will contact you to confirm your requirements</p> <p>Gown size based on your height</p> <p>Please note that the size guide provided is for reference purposes only. Actual fit may vary, and individuals may find a different size more suitable</p> <p>Mortarboard/bonnet size based on your head circumference</p> <p>Please note that the size guide is intended for reference only. The actual fit may differ, and adjustments may be necessary</p>		

Click "Next"

### Confirm Graduation Ceremony

 <b>Attendance Details</b> Complete	<b>Step 1 of 2: Attendance Details</b>	<a href="#">Next &gt;</a>
 <b>Verify and Submit</b> Not Started	Number of guest tickets required	
HCMC 2026 - 14 Apr 2026		

### Step 2 of 2: Verify and Submit

'Total Payable Amount' will automatically display as **2,200,000 VND**. If the amount is incorrect, please contact Student Connect for assistance.

If the amount is correct, click "**Submit**"

### Confirm Graduation Ceremony

 <b>Attendance Details</b> Complete	<b>Step 2 of 2: Verify and Submit</b>	<a href="#">Submit</a>						
 <b>Verify and Submit</b> In Progress	Select <b>Submit</b> to submit your attendance details, accept the fees for this ceremony and make payment.							
HCMC 2026 - 14 Apr 2026								
<p>Select <b>Previous</b> if you need to update any details before submitting.</p> <p>The fees for this ceremony will be charged to your student account when you select <b>Submit</b>. You are required to pay these fees in full by the due date to confirm your attendance at this ceremony. The due date will display in your student account (myRMIT &gt; Financial Account &gt; Charges Due).</p> <p>If you do not pay the ceremony charges in full by the due date and you do not notify RMIT that you wish to defer your graduation to a future ceremony, your award will be conferred in absentia and your testamur will be posted to you.</p> <p>Reminder that you will be unable to graduate if you owe a financial debt to the University, have outstanding enrolment requirements or have not met all academic requirements for your program.</p> <table border="1"> <tr> <td><b>Item Description</b> </td> <td><b>Amount</b> </td> </tr> <tr> <td>Graduation Ceremony *</td> <td>2,037,038</td> </tr> <tr> <td>VAT</td> <td>162,963</td> </tr> </table> <p>Total Payable Amount 2,200,001</p>			<b>Item Description</b> 	<b>Amount</b> 	Graduation Ceremony *	2,037,038	VAT	162,963
<b>Item Description</b> 	<b>Amount</b> 							
Graduation Ceremony *	2,037,038							
VAT	162,963							

The **Graduation Application** page displays. **Confirmation Status** is now changed to **Review**.

### Graduation Applications

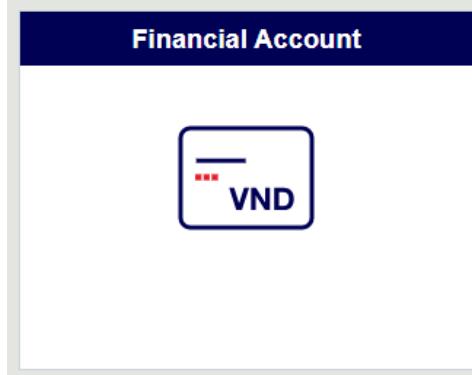
Application Status	Academic Program	Graduation Option	Ceremony Name	Ceremony Date
1 Applied	Bachelor of Business (Economics and Finance)	Ceremony	Vietnam Graduation _ HCMC	14 April 2026
2 Confirmed	Bachelor of Business (Economics and Finance)	Ceremony	Vietnam Graduation _ HCMC	14 April 2026

### Note:

- Upon confirmation of your attendance, you will be unable to make changes on your own.** If you require any amendments, such as to the graduation option or name order, please contact Student Connect for assistance.

## Graduation Fee Payment

On the main menu, click “Financial Account” tile.



Select “Charges Due” to verify if the Graduation fee has been posted to your account. If no charge appears or if the total amount due is incorrect, please contact Student Connect for assistance.

You can pay the Graduation fee using the ‘**Make a Payment**’ feature on myRMIT, or opt for other methods available on this [site](#).

Once you have paid the Graduation fee, you can refer to ‘**Payment History**’ to view your transaction or check ‘**Account Balance**’ to see if the Graduation fee has been cleared.

### Note:

- Depending on your payment method, the system update timeline can range from 1 to 7 working days. Please retain your payment receipt in case it is needed for further clarification.
- If not paying directly through myRMIT, you must include the following details on the Deposit slip or Telegraphic Transfer (TT) application:
  - Student name
  - Student ID
  - "2026 April Graduation fee"

### IMPORTANT NOTE:

- Following confirmation of your attendance and completion of the graduation fee payment, any amendments, such as changes to your graduation option or the order of your name, must be directed to **Student Connect** for appropriate guidance.
- Please **do not** make any changes without prior guidance to ensure your application is processed correctly.
- To update your personal email (if any) after submitting your application, please go to the “**Personal Details**” tile in SAMS. There is no need to resubmit your application to update this information.