

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.



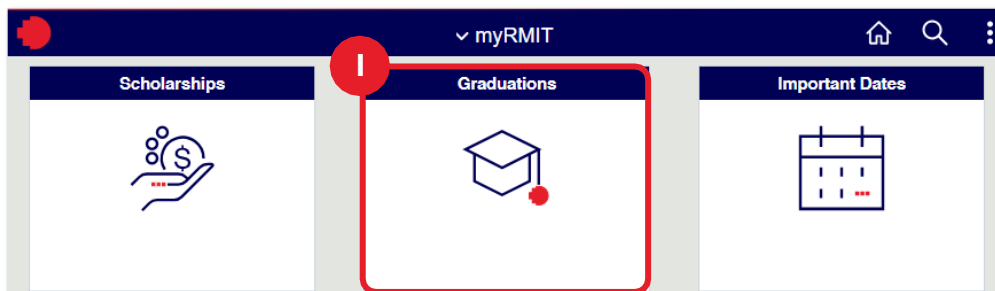
- The Graduation tile will remain empty until you are eligible to apply.

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**.

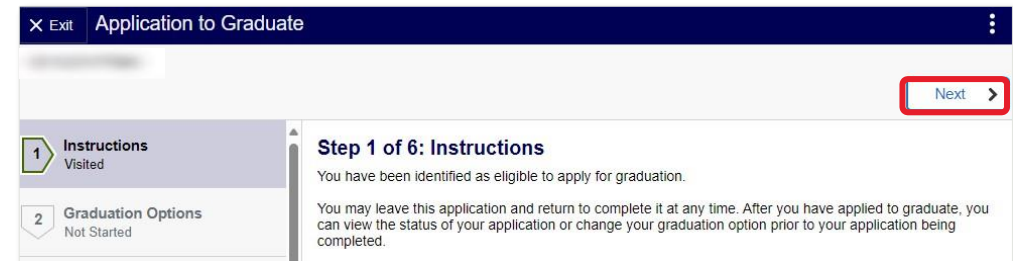
Step 2. Click the **Apply to Graduate** button for the relevant **Academic Program**.

Graduation Applications ?				
Application Status	Academic Program	Graduation Option	Ceremony Name	Ceremony Date
1 Can Apply	Bachelor of Communication (Professional Communication)			2 Apply to Graduate

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

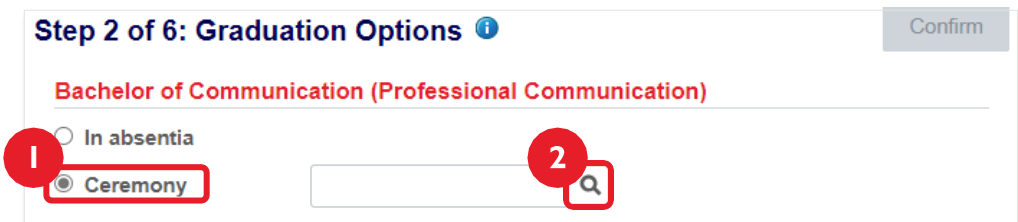
Click **Next** to progress.



Step 2 of 6: Graduation Options

Step 1. Select **In absentia** or **Ceremony** based on preference. For example, select **Ceremony** to attend the graduation ceremony in person.

Step 2. Click the **LookUp** icon to select the ceremony venue.



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

Ceremony Options		
Ceremony Code ?	Ceremony Name ?	Ceremony Date ?
000040001 10	Melbourne Graduation	17 December 2025
000040008 37	Vietnam Graduation _ HCMC	14 April 2026
000040009 13	Vietnam Graduation _ Hanoi	13 April 2026
000040010 10	Doctoral degrees ceremony	13 May 2026

Step 4. Click **Confirm**.

Step 5. Click **Next** to progress.

< Previous

5

Next >

Step 2 of 5: Graduation Options ⓘ

4

Confirm

Bachelor of Business (International Business)

☐ In absentia

☒ Ceremony Vietnam Graduation _ HCMC 14 April 2026

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.

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

< Previous

4

Next >

Step 3 of 6: Name Order ⓘ

3

Confirm

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.

1	Anh
2	Thi
3	Nguyen

3 rows

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.

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

< Previous

3

Next >

Step 4 of 6: Confirm Contact Details ⓘ

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.

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

< Previous

2

Next >

Step 5 of 6: Career Status Survey ⓘ

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

Step 1. 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 ⓘ

1 row

Application Status	Academic Program	Graduation Option	Ceremony Name	Ceremony Date	
1 Applied	Bachelor of Business (International Business)	Ceremony	Vietnam Graduation _ HCMC	14 April 2026	Change Option

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: Refer to the table on [Eligibility and Apply to graduate](#) page for all 2025 in absentia conferral dates.
- 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:
 - 2025 Melbourne ceremony – Wednesday 17 December 2025, Melbourne. For details of the RMIT Melbourne ceremony, please visit the [Melbourne Graduation Ceremony](#) page.
 - 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 (TBA)

For students attending the ceremony:

- Confirmation of attendance for the **Vietnam** ceremonies is currently **unavailable**. You will be notified via email as soon as this feature becomes accessible.

- For students applying to attend **Melbourne** ceremonies, confirmation of attendance is now **available**. Please follow the guidance from the Melbourne team to submit your confirmation at your earliest convenience by the deadline.

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 Engineering (Robotics and Mechatronics Engineering) (Honours)	Ceremony	Vietnam Graduation ... Hanoi	10 April 2025	Change Option
2 Can Confirm	Bachelor of Engineering (Robotics and Mechatronics Engineering) (Honours)	Ceremony	Vietnam Graduation ... Hanoi	10 April 2025	Confirm

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

1 Attendance Details
In Progress

2 Verify and Submit
Not Started

Step 1 of 2: Attendance Details

2025 Hanoi Ceremony - 10 Apr 2025

Save

Number of guest tickets required

Indicate if you require disability assistance

☐ Yes ☐ No

Comments

If you answered "Yes", a member of the graduations team will contact you to confirm your requirements

Gown size based on your height

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

Mortarboard/bonnet size based on your head circumference

Please note that the size guide is intended for reference only. The actual fit may differ, and adjustments may be necessary

Click “Next”

Confirm Graduation Ceremony

1 Attendance Details
Complete

2 Verify and Submit
In Progress

Step 1 of 2: Attendance Details

2025 Hanoi Ceremony - 10 Apr 2025

Save

Number of guest tickets required

Step 2 of 2: Verify and Submit

2025 Hanoi Ceremony - 10 Apr 2025

Submit

Select **Submit** to submit your attendance details, accept the fees for this ceremony and make payment.

Select **Previous** if you need to update any details before submitting.

The fees for this ceremony will be charged to your student account when you select **Submit**. 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 > Financial Account > Charges Due**).

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.

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.

Item Description	Amount
Graduation Ceremony *	2,037,037
Goods & Services Tax	162,963

Total Payable Amount 2,200,000

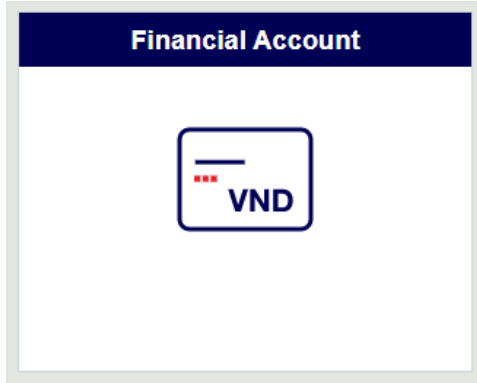
The **Graduation Application** page displays. **Confirmation Status** is now changed to **Review**.

Graduation Applications					
Application Status	Academic Program	Graduation Option	Ceremony Name	Ceremony Date	
1 Applied	Bachelor of Engineering (Robotics and Mechatronics Engineering) (Honours)	Ceremony	Vietnam Graduation ... Hanoi	10 April 2025	
2 Confirmed	Bachelor of Engineering (Robotics and Mechatronics Engineering) (Honours)	Ceremony	Vietnam Graduation ... Hanoi	10 April 2025	Review

Note: Upon confirmation of your application, 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 us or 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](#).

< myRMIT

Charges Due

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Account Balance

Charges Due

Make a Payment

Payment History

Bank Account Details

Invoices

What I owe ⓘ

Summary By Due Date

Detail Of Charges Due

Due Date	Amount Due
02/02/2025	2,200,000
Total Amount Due	2,200,000

Currency used is Vietnamese Dong.
Charges with an asterisk (*) in the description have VAT applied.

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"