



From THE DEANERY OFFICE

For Office Use Only				
Status	Booked	Emailed	Alumni	Date

DARWIN COLLEGE, CAMBRIDGE  
**GRADUATION BOOKING FORM**

Please return either in person; or by e-mail to the Deanery Office at [deanery@darwin.cam.ac.uk](mailto:deanery@darwin.cam.ac.uk);  
 or by post to: Deanery Office, Darwin College, Silver Street, Cambridge CB3 9EU.

Please read carefully the separate 'general information about proceeding to degrees' before filling in this form

<b>1. SURNAME:</b>	<b>FORENAME:</b>
--------------------	------------------

**2. PERMANENT ADDRESS FOR COLLEGE RECORDS & ALUMNI OFFICE:**  
 Please note your degree certificate / transcript will be sent by POST to the address you give us below unless you indicate otherwise.

ADDRESS TYPE:  
 Parental                       Home                       Business

FULL ADDRESS:

Postcode: \_\_\_\_\_ I will arrange for courier collection

**3. CONTACT DETAILS:**  
 You must be contactable during the week before the Graduation, when we will need to send you important details and instructions. Please provide a permanent email address and phone number.

E-mail address: \_\_\_\_\_

Telephone / Mobile phone number: \_\_\_\_\_

**4. CONGREGATION DATE ON WHICH YOU INTEND TO TAKE YOUR DEGREE:**

Date: \_\_\_\_\_

Degree to be taken: \_\_\_\_\_

**5. DO YOU INTEND TO TAKE THE DEGREE IN PERSON?** (please circle) **YES / NO**  
 If 'YES' please continue and complete overleaf.  
 If 'NO' your degree will be conferred in absentia and no further completion is necessary.

**SECTIONS BELOW ONLY NEED TO BE COMPLETED IF TAKING A DEGREE IN PERSON**

**6. TRINITARIAN FORMULA & KNEELING:**

The Degree is normally conferred using Latin words referring to the Christian doctrine of the Trinity (see 'Additional Information' in the Guidelines (p5) for details). Please tick ONE box of the three below.

Please tick here if you are happy to be admitted to your degree in the name of the Trinity.

Please tick here if you wish to be admitted to your degree 'in the name of God' (Latin 'in nomine Dei') in place of the Trinitarian formula above.

Please tick here if you wish all religious reference to be omitted.

Graduands normally kneel for the actual conferral of the degree.

Please tick here if you have a reason for wishing **NOT TO KNEEL**:

**7. GUESTS FOR LUNCH / HIGH TEA AT THE COLLEGE AND CEREMONY AT THE SENATE-HOUSE:**

Please provide title and full name of your guests, in capitals, and their relationship to you. Your first two guests are at no charge and a third is charged at £16.00. For a child-guest please state their age. Place a tick against the names for which you require a ticket. Young children sitting on an adult's knee will not require a ticket.

Please note that GRADUANDS DO NOT REQUIRE tickets for themselves for the ceremony. Each graduand is entitled to THREE GUEST TICKETS only for the ceremony at the Senate-House.

In order to arrange everything with the Catering Department for the event, **please do not forget to state any special dietary requirements for each guest and yourself.**

**ATTENDEES**

**Graduand:**

Dietary requirements.....

**Guest 1:**

Title & Full Name	Relationship	Lunch Ticket?	Ceremony Ticket?
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>

Dietary requirements.....

**Guest 2:**

Title & Full Name	Relationship	Lunch Ticket?	Ceremony Ticket?
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>

Dietary requirements.....

**Guest 3:**

Title & Full Name	Relationship	Lunch Ticket?	Ceremony Ticket?
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>

Dietary requirements.....

**8. PAYMENT METHOD:**

The College invites you and two guests free of charge to lunch or high tea (dependent on timings of the ceremony). You may invite a third guest (maximum) at your own expense of £16.00. Please note the payment for an extra guest MUST BE SETTLED IN FULL three weeks before the Ceremony.

Please pay via this PayPal link: <https://www.paypal.me/DarwinCollege>