



From THE DEANERY OFFICE

For Office Use Only				
Status	Booked	Emailed	Alumni	Date

DARWIN COLLEGE, CAMBRIDGE GRADUATION BOOKING FORM

Please return by e-mail to the Deanery Office at: deanery@darwin.cam.ac.uk

1. SURNAME:	FORENAME:
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2. PERMANENT ADDRESS FOR COLLEGE RECORDS & ALUMNI OFFICE:

Please note, for those graduating in absence your degree certificate will be sent by POST to the address you give us below unless you indicate otherwise.

ADDRESS TYPE:

Parental

 Home

 First destination

FULL ADDRESS:

Postcode: I will arrange for courier collection

3. CONTACT DETAILS:

You must be contactable the week before the Graduation, when we will need to send you important timings and instructions. Please provide a permanent email address and phone number.

E-mail address:

Telephone / Mobile phone number:

4. DO YOU INTEND TO TAKE YOUR DEGREE IN PERSON? YES / NO

5. CONGREGATION DATE ON WHICH YOU INTEND TO:

Proceed to your degree either in person or 'in absence'	<u>Degree</u>	<u>Date</u>
Celebration of your degree (in person) <small>(The 'celebration' of a degree is intended for those who graduated in absence during the pandemic when guests were unable to attend)</small>	<u>Degree</u>	<u>Date</u>

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

6. TRINITARIAN FORMULA & KNEELING:

In keeping with the non-religious constitutions and traditions of Darwin, whenever the Master deputises for the Vice-Chancellor and confers or celebrates degrees at Congregations, the permitted religious references at the end of the Latin formulae will not be used.

*If, however another senior person (such as the Head of another College) is deputising when Darwin presents its candidates, then they may use the references to the Christian Holy Trinity or to God. **If you object to them being used**, then you should indicate this on the form when you book your graduation/celebration, so that they can be omitted.*

Graduands normally kneel for the actual conferral of the degree. They will also clasp hands with the Vice Chancellor then bow after the degree has been conferred.

- 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 (NR / non-religious)
- Please tick if you do not wish to kneel.
- Please tick if you do not wish to offer your hand to either the Vice Chancellor or his deputy.
- Please tick if you do not wish to bow.

7. GUESTS FOR THE COLLEGE RECEPTION:

Tickets are generic so please only indicate the total number of guests attending and whether or not any of these will be children (ages required). Graduands are free, with guests being charged at £20 per person (three maximum).

*Please **do not forget** to state any **special dietary requirements** for all attendees.*

Guests: (total number)

Dietary requirements/children (ages):

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8. PAYMENT METHOD:

The College invites you and three guests (maximum) to the College Reception. The Graduand is free of charge with all other guests costing £20.00 per person.

Please note that the payment for all guests must be settled in full at least two weeks before the Ceremony.

Payment for guests can be made by bank transfer/internet banking:

Account name: Darwin College – Bursar’s Account

Account number: 00298972

Sort code: 20 17 68

Barclays Bank Plc, 9-11 St Andrew’s Street, Cambridge CB2 3AX

IBAN: GB55 BARC 2017 6800 2989 72

Swift: BARCGB22

Booking reference: College account number/surname/graduation

All account queries: accounts@darwin.cam.ac.uk

NOTE:

Darwin, like all other Colleges, will not present for a degree anyone who is in debt to the College