

## Distribution of diplomas Date and Time

Congratulations! You will be graduating soon. Below you will find instructions on the processes involved in receiving your diploma. Read these instructions closely, as they give you important information, deadlines, and explanations. The distribution of diplomas event and rehearsals will be held in the **Joseph B & Ruth J.Ward Field** as per the below table:

	<b>Ceremony Date and Time</b>	<b>Rehearsal Date and Time</b>
<b>HUSS School</b>	Monday September 20, 2021 7.30 pm	Friday September 17, 2021 4 – 6 pm
<b>GAPP School</b>	Tuesday September 21, 2021 7.30 pm	Friday September 17, 2021 6.30 – 8.30 pm
<b>SSE School (Spring &amp; Fall 2020)</b>	Thursday September 23, 2021 7.30 pm	Saturday September 18, 2021 5 – 7 pm
<b>SSE School (Spring 2021)</b>	Monday September 27, 2021 7.30 pm	Saturday September 18, 2021 7 – 9 pm
<b>BUSS School (Spring &amp; Fall 2020)</b>	Tuesday September 28, 2021 7.30 pm	Saturday September 25, 2021 6 – 8 pm
<b>BUSS School (Spring 2021)</b>	Wednesday September 29, 2021 7.30 pm	Saturday September 25, 2021 8 – 10 pm

Your name and calling number will be emailed to you via the portal before the rehearsal. If you do not attend the rehearsal your name will be removed from the calling list and you will be able to collect your diploma the following week.

### Graduation Admission

The distribution of diploma event lasts approximately one hour and a half. Entrance invitations are required; no reserved seating or parking is available for guests.

Please read your invitation to determine the gate you will enter from, as entrance will be allowed only from the gate marked on your invitation.

### Arrival Times

You must plan to arrive dressed in your academic attire (cap and gown) and meet one hour before the event. This time aligns with the opening of the outer campus gates and halls. We don't have a secure place for you to store any items you bring with you, so please plan ahead. Please be prompt, and make sure to bring your student invitation with you.

### Caps and Gowns

If you plan to attend the diploma distribution event, you must be attired in a cap and gown. Before you pick up your cap and gown, an online deposit of EGP 600 is required for undergraduate students and EGP 650 for graduate students. Visit [graduation.aucegypt.edu](http://graduation.aucegypt.edu) and fill in the required information. Please make sure to follow the instructions carefully. The tassel is a gift from the University, so you can keep it as a souvenir. If you lose your tassel, you will have to purchase another one.

You may be fitted for a gown in the Conference and Visitor Center, first floor, room 1002, above Bassily Auditorium, on the following dates and times:

<b>Dates</b>	<b>Hours</b>
September 11 (Saturday)	10 am – 4 pm
September 12 – 16 (Sunday – Thursday)	12 – 3 pm
September 17, 18 (Friday, Saturday)	12 – 11 pm
September 25 (Saturday)	12 – 11 pm

If you return your cap and gown on the below dates you will be refunded your deposit. If not, you will lose the deposit, and it will be used to purchase a replacement.

<b>Dates</b>	<b>Hours</b>
October 3 – 5 (Sunday – Tuesday)	12 – 3 pm
October 10 – 14 (Sunday – Thursday)	12 – 3 pm
October 9 and 16 (Saturdays)	10 am – 4 pm
October 18 (Monday)	10 am – 4 pm

The return deadline is Monday, October 18, 2021, at 4 pm. For any further inquiries, please call Aly Abdel Latif at 012.7178.7876 or Hossam Salouma at 012.2809.9946.

### **Class Ring**

If you wish to buy a class ring, place your order at the Office of Advancement and Communications in the Administration Building (plaza level, room P002), Sunday through Thursday, from 9 am to 4 pm. Rings are available in different sizes for both men and women. Silver rings cost EGP 800; silver rings with the AUC logo in gold cost EGP 1,400. It takes five weeks for the ring to be delivered.

### **Invitations**

Invitations will be distributed during the rehearsal, as per the table mentioned above.

**Before the rehearsal**, make sure to:

- Clear any outstanding balance or library fines.

**On the day of the rehearsal**, you are requested to:

- Collect your original credentials
- Present your national ID card or passport to receive your invitations.

### **PLEASE NOTE**

If you clear your account after the deadline, you need to obtain a clearance card from the Office of Student Accounting or the Library and bring them with you to the rehearsal to receive your invitations.

No one is permitted to pick up anyone else's invitations. Invitations will **not be** distributed on campus the day of graduation.

**The invitations for the diploma distribution event will be distributed after the rehearsal.**

### **Guests with Disabilities**

If you have a guest attending the Commencement who is disabled or requires special assistance, please email the Office of Medical Services at [medicalserv@aucegypt.edu](mailto:medicalserv@aucegypt.edu) with subject "Special Assistance for Commencement". The office will inform you of the special arrangements for you and your guests. The deadline to submit all requests is Thursday, September 16, 2021.

In case of any medical emergency, please contact 20.2.2615.4000 or 012.8000.1039.