

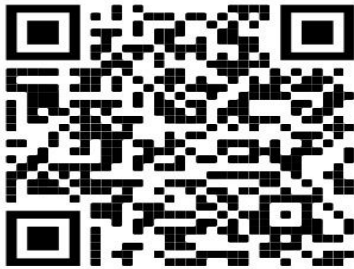


2ND CONGREGATION

IMPORTANT NOTICE TO GRADUANDS

Students who have completed their programmes of study and wish to be presented during the 2nd Congregation Ceremony are required to take note of the following:

1. Verify their name on the provisional list of Graduands.
2. Ensure that all outstanding financial obligations to the University have been fulfilled.
3. Pay the required graduation fee of **GHC480.00** for undergraduates and **GHC500.00** for postgraduates.
 - Payment may be made through any Prudential Bank branch or by using any of the following electronic options: mobile money (all network), visa and Mastercard via **app.ropaygh.com**.
 - <https://app.ropaygh.com/?cat=c38a4a3f449e14423e8cc523d4e1be15>



4. Graduands using bank payment would be required to present pay-in-slips/evidence of payment and register at the **Academic Affairs Registry** before collection of their academic gowns.
5. All graduands who wish to be presented at the 2nd Congregation would be required to register by close of day on **Friday, April 12, 2024**. Only those registered by this date will be presented.
6. All graduands are expected to attend a mandatory rehearsal on **Wednesday, April 17, 2024, at 4:00 p.m.**
7. Graduands should be seated 30 minutes before the commencement of the ceremony.
8. Graduands are expected to be in the academic gown appropriate to their programme of study, worn preferably over a suit/jacket with a tie for men and suitable attire for women.
9. **Graduands are to collect their gowns for the ceremony from the Academic Affairs on Monday, April 8 - Friday, April 12, 2024, between 9:00 am to 3:00 pm daily.**



10. Graduands should note that those who do not attend the Congregation ceremony will also pay the same amount before collecting their certificates.
11. Graduands are to return their academic gowns, ID Cards, and clearance forms before collecting their certificates. Failure to return the academic gown after one week would attract a penalty of **GHC500.00**.
12. Only graduating students and **two (2) guests** with official invitation cards would be allowed entry to the Forecourt for the ceremony. Other family members and friends are implored to follow the ceremony online.
13. The list of graduands to be presented during the 2nd Congregation Ceremony is available on the University's website: www.unimac.edu.gh. ***Graduands are to report any name correction to the Academic Affairs on/before April 12, 2024. Failure of which graduands will bear the full cost of reprinting certificates due to name correction.***
14. Arrangements for the collection of certificates and other relevant information can be found on the University's website: www.unimac.edu.gh.

Academic Affairs
March 28, 2024