



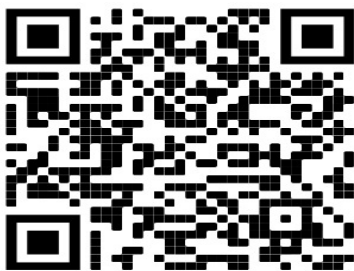
Ref: N001/5555/AA/02/2025

25th February 2025

IMPORTANT NOTICE TO GRADUANDS

Postgraduate Students, who completed their programmes of study during the 2023/2024 academic year and wish to be presented for graduation during the 2nd Session of the 3rd Congregation Ceremony, are required to take note of the following:

1. Verify their name on the provisional list of Graduands;
2. Ensure all outstanding financial obligations to the University have been fulfilled;
3. Pay the required graduation fee of **GHC550.00** for postgraduates;
 - Payment may be made through any Prudential Bank branch or by using any of the following electronic options: Mobile Money (all networks), Visa, and Mastercard via app.ropaygh.com.
 - <https://app.ropaygh.com/?cat=c38a4a3f449e14423e8cc523d4e1be15>



4. Graduands using bank payment would be required to present the pay-in slips or evidence of payment and register at the **Academic Affairs Directorate** before collecting their academic gowns;
5. All Graduands who wish to be presented at the 2nd Session of the 3rd Congregation would be required to register by close of day on **Thursday, 20th March 2025**. Only those registered by this date would be presented;
6. All Graduands are expected to attend a mandatory rehearsal on **Thursday, 20th March 2025 @ 3:30 pm**;
7. Graduands should be seated 30 minutes before the commencement of the Congregation 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 Court attire for women. Footwear for graduation for men is shoes with closed lacing (Oxfords/Balmorals) and court shoes for females;
9. Graduands are to collect their gowns for the ceremony from the **Academic Affairs Directorate, South Legon Campus on Monday, March 17 - Thursday, March 20, 2025, 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 required 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** would be allowed entry to the University for the ceremony. Other family members and friends are implored to follow the ceremony online which would be stream via UniMAC's official social media channel;
13. The list of Graduands to be presented during the 2nd Session of the 3rd Congregation Ceremony would be available on the University's website: www.unimac.edu.gh by the 4th of March 2025;
14. Arrangements for the collection of certificates and other relevant information can be found on the website: www.unimac.edu.gh by the 4th of March 2025.

Thank you.

Mr. Felix Botah
Director of Academic Affairs