



Ref: N003/5555/AAD/10/2025

23rd October 2025

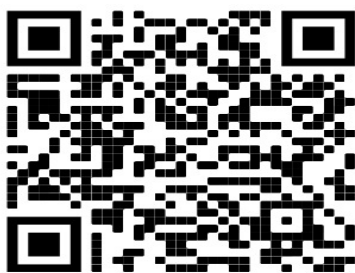
NOTICE TO GRADUANDS

1ST SESSION OF THE 4TH CONGREGATION

Undergraduate Students who have completed their programmes of study during the 2024/2025 academic year and wish to be presented for graduation during the 1st Session of the 4th Congregation Ceremony to be held on **Friday, November 28, 2025**, 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 **GHC600.00** for undergraduates;
 - Payment may be made through any Prudential Bank branch or by using any of the following electronic options: *772*60# mobile money (all networks), Visa and Mastercard or via **app.ropaygh.com**

- <https://app.ropaygh.com/?cat=c38a4a3f449e14423e8cc523d4e1be15>



4. Graduands using bank payment would be required to present 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 1st Session of the 4th Congregation would be required to register by the close of day on **Monday, 24th November 2025**. Only those registered by this date will be presented;
6. All graduands are expected to attend a mandatory rehearsal on **Thursday, 27th November 2025, @ 3:30 p.m.**



7. Graduands should be seated thirty (30) minutes before the commencement of the Ceremony;
8. Graduands are expected to wear the academic gown appropriate to their programme of study, preferably over a suit or jacket with a tie for men, and court attire for women. Footwear for men should be shoes with closed lacing (Oxfords or Balmorals), and court shoes for women;
9. Graduands are to collect their gowns for the ceremony from the Academic Affairs Directorate, South Legon Campus, on **Tuesday, November 18, 2025 – Tuesday, November 25, 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 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 1st Session of the 4th Congregation Ceremony will be available on the University's website: www.unimac.edu.gh by the **Monday, November 3, 2025**;
14. Arrangements for the collection of certificates and other relevant information will be shared on the University website: www.unimac.edu.gh.

Thank you.

Mr. Felix Botah
Director of Academic Affairs