



UGANDA CHRISTIAN UNIVERSITY

A Centre of Excellence in the Heart of Africa

Office of the Deputy Vice Chancellor
Academic Affairs

The Graduating Students, July 2023. Uganda Christian University.

Dear Sir/Madam,

The First Part of the Twenty Fourth Congregation of Uganda Christian University for the purpose of conferment of Degrees and awarding Diplomas will take place at the Main Campus on **Friday, 28th July 2023.**

Your eligibility for graduation at this ceremony depends on the following:

- (1) Clearance by **Friday, 30th June 2023** with all the University departments using the **Clearance form** from the Academics Block.
- (2) Display of your name on the notice Board of the Academic Block, all UCU social media platforms and website on **Monday, 10th July 2023.** (No student's name will be displayed before he/she has cleared with all University departments as required in (1) above and he/she will not be eligible to graduate)

You will be required to pay a **Graduation Fee of Ug. sh. 300,000** for Masters and Bachelors students and **Ug. sh. 270,000** for Postgraduate Diplomas and Diploma students. Payment of this fee must be done through the bank. Your **Clearance form** and **UCU ID/ Passbook** will be required at the faculty when picking your gown and hood and **when obtaining your transcript and certificate** immediately after graduation.

Students can pick **Academic gowns & hoods** from their respective Faculties/Schools starting from **Wednesday, 12th July 2023.** For further inquiries contact the reception at the Academic Affairs office.

*You are invited to attend **Commissioning Service** on **Thursday, 27th July 2023** in **Nkoyoyo Hall** at **2pm.***

Students whose results are submitted to the faculty after the Senate Meeting will not be considered for the **July 2023 graduation**, but can apply to graduate at the next graduation in **October 2023.** Students writing their dissertations/field work/project reports **MUST** have submitted their final copies for grading by the last day of the semester **Thursday, 20th April 2023.** Ensure that you received and submitted to the office of the Deputy Vice Chancellor for Academic Affairs a filled copy of the **Transcript Information Sheet/form** with your correct names and birth date which will be used on your transcript and certificate. The same information can be sent directly to the Transcripts Office via mail (transcripts@ucu.ac.ug) A penalty will be levied for transcripts and certificates brought back for correction due to incorrect names or birth dates provided.


Undergraduate students, who do not graduate due to failed/incomplete courses, must report & register for those courses at the beginning of the semester in which they are next taught. They will be required to pay 1/5 of tuition and 1/5 of all other fees; per course. For Postgraduate students who do not complete their studies by the expected year, a payment of $\frac{3}{4}$ of tuition and all other fees must be paid for every extra semester/module at registration until the maximum time of study.

Be reminded that you have a minimum and maximum time from the year you first registered in which you must complete your studies, see your Academic Regulations Handbook for details. Note that you automatically discontinue your studies when the maximum period for your study expires.

(See overleaf for important reminders)

A Complete Education For A Complete Person

P. O. Box 4, Uganda (East Africa), Plot 67-173, Bishop Tucker Road, Mukono Hill,
Tel: +256 (0) 31 235 0800/803, Email: dvcaa@ucu.ac.ug. Web: www.ucu.ac.ug

 Uganda Christian University  UCUUniversity  www.ucu.ac.ug  [@ucuniversity_official](https://www.instagram.com/ucuniversity_official)

Founded by the Province of the Church of Uganda. Chartered by the Government of Uganda



IMPORTANT REMINDERS

1. PICKING OF CERTIFICATES AND TRANSCRIPTS ON GRADUATION DAY

Prior to picking your certificate and transcript, please ensure that you have complied with the following requirements;

- (i) Possession of a clearance form duly completed and signed. This is available at the reception of Academics office
- (ii) The graduation fee receipt. Payment of graduation fee can be done at any Stanbic or Centenary Bank Branches.

2. COLLECTION OF CERTIFICATES AND TRANSCRIPTS AFTER GRADUATION DAY

Picking of documents from the faculties will begin on **Friday 28th, July 2023.**

Collection dates and time:

Tuesday	11:00am – 3:00 pm
Wednesday	11:00am – 3:00 pm
Thursday	11:00am – 3:00 pm

3. PROCEDURE APPLICABLE FOR GRADUANDS INTENDING TO APPOINT REPRESENTATIVES TO COLLECT THE CERTIFICATE AND TRANSCRIPT ON THEIR BEHALF

- (i) Fulfill all the requirements mentioned in 1 above.
- (ii) Bring a duly signed authorization letter, and the **ORIGINAL** passbook and Identity Card of the graduand.
- (iii) Presentation of the **ORIGINAL** Identity Card of the appointed representative

4. NAME(S) ON THE CERTIFICATE AND TRANSCRIPT

The University prints on the certificate and transcript, name(s) as stated on your **O** and **A** level results slips at the time of registration, and Bachelors for the Postgraduate students. Any discrepancies in spelling have to be notified to the Central Academic office a month before graduation. **Please be informed that the original certificate is printed ONCE for each graduand and no original replacement will be availed in the event of loss/damage after issuance of such document to the graduand.**

5. CERTIFICATE AND TRANSCRIPT CERTIFICATION

Certification of the mentioned documents is done at a fee of Ug.shs. 5,000/= per copy payable in the bank as shown in **1(ii)**. Original copies **MUST** always be presented at the time of request for certification. Also Note that you are **NOT SUPPOSED TO RESIZE** the certificate issued to you.

6. ASSISTANCE AND ENQUIRIES

Any further inquires can be referred to the following:

The Deputy Vice Chancellor's Office

Uganda Christian University

Tel: +256(0)312350883

Email: registrar@ucu.ac.ug / transcripts@ucu.ac.ug

Congratulations upon the completion of your studies.

Yours faithfully,

Christa K. Oluka (Mrs.)
DIRECTOR, ACADEMIC AFFAIRS

