



UNIVERSITY OF KISUBI

In Virtue We Educate



August 1, 2025

Dear Graduand,

Warm greetings and best wishes from the University of Kisubi. Congratulations on reaching this significant milestone in your academic journey. We are pleased to inform you that the University of Kisubi graduation ceremony will be held on **Friday, October 24, 2025**. Please read the following important details carefully to ensure a smooth preparation process:

1. Graduation Clearance

All students who applied for graduation must complete their clearance process between **August 1, 2025, and September 19, 2025**. Clearance involves settling all outstanding financial obligations and obtaining approval from the relevant offices. The offices involved in the clearance process are:

- **Dean of Students' Office**
- **University Library**
- **Respective Faculties**
- **Accounts Department**
- **Department of the Academic Registrar** (which will receive all clearance forms and grant final clearance)

Important:

- You must present your **provisional results** to the Registrar, **signed by your Faculty Dean**. You can print these results from the Library.
- Accounts Department will confirm that you have paid the **NCHE fees** (National Council for Higher Education fees) for all the years of your stay at UniK.

Failure to complete these steps within the specified period will result in removal from the Graduation List, and you will not be eligible to participate in the ceremony.

2. Graduation Fees

Please ensure that all fees are paid within the specified period to facilitate your participation in the graduation ceremony. The fees are as follows:

Level	Graduation Fee (UGX)
Masters	420,000
Bachelors	320,000
Diploma	300,000
Certificate	220,000

Additional Notes:

- Payments should be made through the university's designated bank using your payment code payment portal.

3. Graduation Gowns and Souvenirs

Graduation gowns are a cherished keepsake of your academic achievement. All graduands to purchase their gowns.

Gown costs are as follows:

Level	Gown Fee (UGX)
Masters	120,000
Bachelors	120,000
Diploma	90,000
Certificate	70,000

4. Important Reminders

- **Cap and Gown Fitting:** Fitting sessions will be scheduled in early October. Further details will be communicated via email and notice boards.
- **Photography:** Professional photography services will be available during the ceremony. You are encouraged to take memorable photos.
- **Attendance:** Only students who have completed all clearance requirements and paid all fees will be eligible to participate in the graduation ceremony.
- **Academic Attire:** Please ensure timely collection of gowns to avoid last-minute rushes.

5. Contact and Support

For any inquiries or assistance, please contact the Registrar's Office at [contact details], or visit the university's website for updates.

Congratulations to the Graduating Class of 2025!

Your dedication and hard work have brought you this far. We look forward to celebrating your achievements and welcoming you into the esteemed community of Kisubi graduates.

Pius Ochwo

Warm regards,
Bro Pius Ochwo, PhD.
Academic Registrar

