



OFFICE OF THE SENIOR ASSISTANT REGISTRAR (ACADEMICS)
INTERNAL MEMO

From: Senior Assistant Registrar (Academics)

Date: 22nd October, 2026

To: All Prospective Graduands, 2026

Ref: AU/AA/CRNS/CORR.17/VOL.1

**RE: VERIFICATION OF GRADUATION CLASSIFICATION AND COMPLETION
OF GRADUATION CLEARANCE**

The University is scheduled to hold its **5th Graduation Ceremony on Friday, 13th November, 2026**. In preparation for the ceremony, a provisional graduation list has been posted on the University website and graduands are to verify the accuracy of their graduation classification from their portals. Any discrepancies identified should be reported to the relevant School for verification and correction within the stipulated period.

Further, all graduands are required to complete the graduation clearance process online through the Student Portal by following the steps outlined below:

1. Log in to the Student Portal.
2. Navigate to the **Student Requests** tab and click on it.
3. Click on **Graduation Application**.
4. When the graduation application window appears, click the green button labelled “**Apply for Graduation.**”
5. Follow the subsequent instructions to complete the application and clearance process.
6. After submitting the application, track the status of your clearance through the same window.
7. Upon successful completion of the graduation clearance process, download your **Graduation Clearance Certificate**.

The deadline for completing the graduation clearance process is Thursday, 29th October, 2026. All graduands are strongly advised to complete the process within the stipulated deadline to facilitate timely preparation for the graduation ceremony.

Please note that it is the responsibility of every graduand to verify their classification, complete the required clearance procedures, and obtain the Graduation Clearance Certificate before the deadline.

Further, all graduands are required **to download the gown hiring** form from the University website, duly complete it and submit the filled-in form to the Admissions Office for clearance.

DR. PAMELA NYONGEGSA
SENIOR ASSISTANT REGISTRAR (ACADEMICS)

Copy to: Vice Chancellor
Deputy Vice Chancellor (ARSA)
Deputy Vice Chancellor (AFD)