OFFICE OF THE SENIOR ASSISTANT REGISTRAR (ACADEMICS)
INTERNAL MEMO

From: Senior Assistant Registrar (Academics) **Date:** 6th November, 2026

To: All Graduands, 2026 **Ref:** AU/AA/CRNS/CORR.17/VOL.1

RE: ONLINE APPLICATION AND COLLECTION OF GRADUATION GOWNS

The final graduation list has been uploaded to the University website. Consequently, all graduands whose names appear on the final list are required to initiate the online application and payment process for hiring graduation gowns through their respective student portals.

The procedure for online application and payment is as follows:

1. Log in to your student portal.
2. Navigate to the **Student Requests** menu.
3. Click on **Gown Request.**
4. Click on **Pay Graduation Fee** and Apply for Gown at the bottom of the page.
5. You will be redirected to the E-Citizen platform to make the required payment.
6. Upon successful payment, you will be redirected to the Gown Application Page. Click on Apply for Gown to complete your application.
7. Visit your respective School/Faculty to collect your graduation gown.

For graduands who have already paid the graduation fee:

Graduands who have previously paid the graduation fee should contact the Finance Office through 0719 568233 for payment verification and clearance. Thereafter, log in to your student portal, navigate to Student Requests, select Gown Request, and click the green Apply for Gown button at the bottom of the page. You should then proceed to your respective School/Faculty to collect your gown.

Gown Collection Schedule

Collection of graduation gowns shall be undertaken at the respective Schools as follows:

- **Wednesday, 11th November, 2026: 9:00 a.m. – 4:30 p.m.**
- **Thursday, 12th November, 2026: 8:30 a.m. – 10:00 a.m. strictly.**

All graduands are advised to complete the online application and payment process in good time and collect their gowns within the stipulated period to facilitate smooth preparations for the 5th Graduation Ceremony scheduled for Friday, 13th November, 2026.

Your cooperation is highly appreciated.

DR. PAMELA NYONGEGSA
SENIOR ASSISTANT REGISTRAR (ACADEMICS)

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