
OFFICE OF THE ACADEMIC REGISTRAR

REF: BU/302/2

From: Academic Registrar 

To: All Graduands, 2023

CC: Vice Chancellor
1st Deputy Vice Chancellor – Academics
2nd Deputy Vice Chancellor – F&A
University Bursar
All Faculty Deans
All Head of Departments
All Faculty Registrars

Date: **8th May, 2023**

SUBJECT: 13th GRADUATION CEREMONY

This is to inform all students who qualify for conferment of Degrees, award of Diplomas & Certificates of Busitema University of the following:

1.0 Graduation date, Mode, and Location

The 13th Graduation ceremony is scheduled to take place on the 16th June, 2023 starting at 8:00 am. The event will be physical at Busitema Campus along the Malaba-Tororo Highway, Busia District at the University graduation grounds located at the Gymnasium.

2.0 List of Graduands

The provisional list of Graduands will be available on the University Website (www.busitema.ac.ug) from Friday, 26th May, 2023. All the graduands are expected to check the order and accuracy of their names. The names **MUST** be in the order in which they shall **APPEAR** in the Final certificates and should be the ones on Previous Certificates and your admission letter. Any corrections/ omissions should be reported to the respective Faculty Registrars not later than 19th May, 2023. The final list will be out by 26th May, 2023.

3.0 Graduation, Convocation, Transcript, Certificate and Graduation Gown Fees

The breakdown of the fees is as follows:

Graduation	170,000/-
Convocation	30,000/-
Graduation Gown	Select from table below

The approved prices for graduation gowns are as follows:

List of prices of the graduation gowns

No.	TYPE OF GOWN	UNIT COST (UGX)
1.	Masters /PGD	95,000
2.	Bachelors	85,000
3.	Diploma	75,000
4.	Certificate	65,000

The above fees should be paid in two parts. UGX 170,000 with bank charges to the University account using a ZEE PAY reference (Go to <https://zeepay.busitema.ac.ug/pay/> to generate payment slip) and UGX 30,000 plus Graduation Gown fees with bank charges paid to the Convocation account.

Bank: Centenary Bank, Tororo Branch

Account Name: Busitema University Convocation

Account Number: 3100049057

Graduation gowns will be available at the main campus starting from Wednesday, 31st May, 2023.

4.0 Graduation Clearances

Students are advised to clear with all departments and faculties not later than 31st May, 2023. Fees should be paid not later than Friday 09th June, 2023. All the above fees **MUST** be paid before a student is allowed to graduate.

Students shall present proof of clearance and payment of all fees above before being issued an invite, booklet, program, tag, graduation gown, parking sticker and their data captured in the Convocation database.

I wish you the very best in all your future endeavors.