

Confirming your status as a Prospective graduate

All prospective graduates may check with their Faculty/School to determine their eligibility to graduate and **also** their grades summary/profile utilizing the online student account interface. Additionally, prospective graduates are encouraged to check with the Examinations and/or the Students' Welfare Division to **confirm approval of their profile at the final board of examiners.**

Confirming your attendance

If you are a prospective graduate, the process to confirm your attendance or not at the convocation ceremonies is as follows:

You are required to utilize your Unique Student Identifier (USI) number and existing password to log-in to the UG Student Records Management System (SRMS) via www.uog.edu.gy, "Online Services" for the Current Students log in interface. Click the link on the drop down menu for your current campus.

Note: If you are not sure how to obtain your USI, please click "Current Students" then the "Find my USI" link on the left side of your page. Also if you have forgotten your password kindly follow the password recovery steps stated on that page.

When you have logged into our database, you will be required to click on the Prospective Graduate link which will be located at the top left side menu of the page.

When the page loads, please fill all the mandatory fields of the form, preview and submit your confirmation of attendance.

An invoice will be generated for you to print and make payment of the required graduation fee.

Note: A fee is applicable even if you are not attending the convocation ceremony, hence an invoice will be generated in such cases as well.

THE DEADLINE TO COMPLETE THIS PROCESS IS FRIDAY, NOVEMBER 09, 2018 at 14:00h FOR TURKEYEN GRADUANDS AND FRIDAY NOVEMBER 16, 2018 at 14:00h FOR BERBICE CAMPUS GRADUANDS.

Making Payments

1. Payments will be accepted at the following times and locations:
 - a. UG Bursary (both campuses) with effect from **October 30, 2018**. Payments can be made Monday to Friday 08:30 – 18:00 h. **Please note that cash payments WILL NOT be accepted at this location AFTER 15:00h daily.** However, payments will be accepted using the PoS medium for Republic Bank or GBTI cardholders;
 - b. Any Republic Bank location with effect from **October 30, 2018** Account # 688 018 - 1. This number is also stated on your invoices.
 - c. Any Bill Express location country-wide with effect from **October 30, 2018**. Be sure to indicate to the teller that you are paying for graduation.

- d. SurePay with effect from **October 30, 2018.** . Be sure to indicate to the teller that you are paying for graduation.
- e. GTT's Mobile Money Guyana (MMG) with effect from **October 30, 2018.**

Refunds

1. Graduands may revise their confirmation of attendance and be entitled to a refund of three thousand dollars (\$3,000) if said changes are completed on or before November 5 and 12, 2018 for Turkeyen and Berbice campuses, respectively. All changes to confirmation after the deadline stated will result in the forfeiture of the total fee paid;
2. Refunds will be processed **with effect from November 26, 2018;**
3. All revisions/changes to confirmation of attendance must be made by 14:00h (2pm) on November 09 and 16, 2018 for the Turkeyen and Berbice Campuses, respectively.

THE DEADLINE TO MAKE ALL PAYMENTS IS FRIDAY, NOVEMBER 09, 2018 at 18:00h FOR TURKEYEN GRADUANDS AND FRIDAY NOVEMBER 16, 2018 at 18:00h FOR BERBICE CAMPUS GRADUANDS.

INVOICES MUST BE PRESENTED IN ORDER TO MAKE PAYMENTS. NO GRADUATION FEE WILL BE ACCEPTED UNACCOMPANIED BY THE RELEVANT INVOICE.

PLEASE NOTE ALL PROSPECTIVE GRADUATES ARE REQUIRED TO PAY THE GRADUATION FEE BY THE DEADLINES STATED

Uplifting your graduation package and Gowns

Having made payment, you will be issued with a receipt or deposit slip, depending on where the payments are made. These are your next steps:

1. Present the deposit slip or receipt to the Students' Welfare Division/Registry Complex. Your information will be verified and you will be issued with a graduation package. The package will consist of these items:
 - a. One (1) graduation advisory letter
 - b. One (1) invitation for the Chancellor's Reception
 - c. Four (4) invitations for the Convocation ceremony
2. Graduands are strongly urged to **read** the graduation advisory letter in its entirety;
3. If you are a Degree, Post graduate Diploma or Masters Degree prospective graduate, you are required to present the advisory letter to the University of Guyana Campus Store to be issued with the respective graduation gown.
4. You will be required to sign an agreement on the conditions of the rental of the graduation gown.

Best wishes for a happy graduation!