



June 15, 2022

All Graduating Students,  
Cavendish University Uganda.

Dear Students,

### **GRADUATION DATE AND CLEARANCE DEADLINE**

This is to inform you that this year's graduation will take place on **Thursday, August 25, 2022**.

All those who completed their studies and are waiting for graduation are reminded to clear academically, financially and have their academic documents verified before the deadline so as to have their names included in the graduation book.

The deadline for graduation clearance is **Friday, July 22, 2022**. No extension will be provided since we want to have all graduation booklets printed on time.

1. For Academic Clearance
  - a) The student is required to go to the examinations office with a good coloured passport size photo to pick complete results statement and a clearance form.
  - b) The student fills the clearance form and gets cleared from various departments.
  - c) After the departments have approved, the form is taken to the registry for filing.
2. For financial clearance, students will be required to clear all their fees including graduation fees. The graduation fees for 2022 are as indicated below.

Type of Award	Amount in UGX	Amount in USD
Masters	400,000	110
Bachelors	400,000	110
Diploma	350,000	95
Certificate	300,000	80
Foundation	300,000	80

### **Cavendish University Uganda**

Plot 1469, Ggaba Road, Nsambya (opp. American Embassy)  
P.O.Box 33145, Kampala, Tel: +256 414 531700  
info@cavendish.ac.ug, www.cavendish.ac.ug



3. For verifying academic documents, the following steps will be taken.
  - a) Students who obtained their secondary school or post-secondary certificates from Uganda should bring their original copies to the Registry for verification.
  - b) Students who obtained secondary school certificates outside Uganda, need to equate with the Uganda National Examinations Board (UNEB) or verified by their embassies in Uganda. Those who have online systems can provide codes which can be used for verification online.
  - c) Students who obtained academic documents from higher institutions of education from outside Uganda should have them equated by UNEB and National Council for Higher Education (NCHE) or have them verified by their embassies.

For more inquiries, contact the following:

- a) **Academic clearance, contact Paul:**

**Email: [pebenu@cavendish.ac.ug](mailto:pebenu@cavendish.ac.ug), Tel: +256772843031**

- b) **Verification, contact William: Email: [wendema@cavendish.ac.ug](mailto:wendema@cavendish.ac.ug),**

**Tel: +256777279359**

- c) **Financial clearance, contact Joseph:**

**Email: [jmuramuzi@cavendish.ac.ug](mailto:jmuramuzi@cavendish.ac.ug), Tel: +256707652051.**

Yours Faithfully,

Michael Okopa  
ACADEMIC REGISTRAR



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