



Date: 4th March, 2024

To: All Graduating Students

From: Academic Registrar

RE: GRADUATION CLEARANCE FOR 2024 GRADUATION

This is to inform you that this year's graduation will take place in **August**.

The graduation clearance will begin on **Monday, 11th March 2024**.

All graduating students are expected to clear academically, financially and have their academic documents verified. **All those who have completed their studies are encouraged to begin the clearance immediately.**

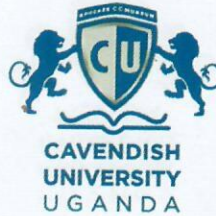
1. For Academic Clearance
 - a) The student is required to go to the examination office with a good coloured passport size photo to pick complete results statement and a clearance form.
 - b) The student fills the clearance form and gets cleared from various departments.
 - c) After the departments have 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 2024 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

3. For verifying academic documents, the following steps will be taken.

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



- 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, Tel: +256772843031

- b) Verification, contact William: Email: wendema@cavendish.ac.ug,

Tel: +256777279359

- c) Financial clearance, contact Joseph:

Email: jmuramuzi@cavendish.ac.ug, Tel: +256707652051.

All graduating students are strongly encouraged to adhere to the guidelines provided.

Michael Okopa

ACADEMIC REGISTRAR



Cavendish University Uganda

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