

## NOTICE

Prospective graduates of the University of Guyana are asked to note that graduation packages for the 52<sup>nd</sup> Convocation activity will be available with effect from Tuesday October 30, 2018. At that time, please proceed as follows:

1. Please log into SRMS (Students Records Management System) as a current student to check your academic profile. If you have any queries on your academic profile, make contact with the University (Students' Welfare Division for Turkeyen graduands or the Registry for Berbice graduands) to determine approval of your profile;
2. You need to log into SRMS (Students Records Management System) as a current student and confirm your attendance at the convocation ceremony and print the invoice issued for the Graduation fee; If you don't know your USI (Unique Student Identifier), please use the 'FindMyUSI' link on SRMS to get your USI.
3. Make payment of the Graduation fee at any of the following locations:
  - i. Bill Express – Inform the staff at Bill Express that you are paying towards Graduation. Your payment will be automatically updated the very next day in SRMS (Students Records Management System).
  - ii. Republic Bank Account #688 018-1 (Note: deposit slips must be dropped off at UG Bursary for payments made at the bank. Graduands are reminded to record their name and Unique Student Identifier number on their deposit slips before submitting same).
  - iii. UG Bursary
  - iv. Sure Pay (Massy Services) Inform the staff at Sure Pay that you are paying towards Graduation. Your payment will be automatically updated the very next day in SRMS (Students Records Management System).
  - v. GTT's Mobile Money (MMG)
4. Present proof of payment to the Students' Welfare Division, in case of payment at the Bank and at the Bursary. Thereafter you will be eligible to uplift the Graduation package.
5. Present the **graduation advisory letter** to the University Campus Store to be issued with the graduation gown.

The Graduation package consist of:

1. A graduation advisory letter
2. One (1) invitation for the Chancellor's reception
3. Four (4) invitations to the 52<sup>nd</sup> Convocation ceremony
4. Graduation packages will be issued during the period as stated below:

October 30 – November 08, 2018 **09:00 – 18:30 h** (Turkeyen campus)

November 09, 2018 **09:00 – 20:30 h** (Turkeyen campus only)

November 5 – 15, 2018 **09:00 – 17:00 h** (Berbice campus only)

November 16, 2018 **09:00 – 19:00h** (Berbice campus only)

**Contact Information Students' Welfare Division:**

1. **Telephone:** 592 222-3595 or 624 4123;
2. **Email:** [studentswelfare@uog.edu.gy](mailto:studentswelfare@uog.edu.gy)

**Contact Information Berbice Campus (Registry complex):**

1. 592 337 2308
2. Email: [registry.ugbc@uog.edu.gy](mailto:registry.ugbc@uog.edu.gy)