

University of Guyana Graduation Fees Information Sheet

The University wishes to highlight the following updated information regarding graduation fees:

1. Graduation Fees are payable by **all** prospective graduates irrespective of your participation in the ceremonies;
2. For the graduating class of 2023, please see the following graduation packages on offer to graduands:

Description of Graduation Package	Cost GYD	What's included
Folio only	\$12,000	Academic certificate in a padded folio, One (1) printed convocation booklet with photograph inserts
Basic	\$20, 000	Academic certificate in a padded folio, One (1) invitation* for your guests at the convocation ceremony, Rental of academic regalia One (1) printed convocation booklet with photograph inserts * One (1) invitation admits two guests to

		the graduation ceremonies.
Folio & Rental of Academic Regalia only	\$22,000	Academic certificate in a padded folio; One (1) printed convocation booklet with photograph inserts; Rental of academic regalia.
Folio & Chancellor's Ball Ticket only	\$22,000	Academic certificate in a padded folio; One (1) printed convocation booklet with photograph inserts; One (1) ticket/invitation** to Chancellor's ball. **One ticket admits one (1) graduand only. Additional tickets may be purchased at a cost of GYD \$10,000 each.
Full	\$28,000	One (1) ticket/invitation** to Chancellor's ball; **One ticket admits one (1) graduand only. Additional tickets may be purchased at a cost of GYD \$10,000 each. Academic certificate in a padded folio,

		One (1) invitation* for your guests at the convocation ceremony; * One (1) invitation admits two guests to the graduation ceremonies. Rental of academic regalia One (1) printed convocation booklet with photograph inserts.
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Important notes:

Please note that the fees stated above will represent payment in full for your selection(s) made. There are therefore no refundable portions of the stated fees on return of your academic regalia.

In consideration of the realities of physical distancing and the economic realities occasioned by COVID-19, the University has relaxed the requirement for academic regalia. It is therefore **NOT MANDATORY** for graduands to rent/wear the academic regalia in order to have their photograph taken for inclusion in the virtual procession. Please note all other conditions of the dress code remain applicable.

3. If you opt for any graduation package/option which affords you the issuance of the academic regalia please note that failure to return those items and/or to pay the replacement cost will result in the following services being withheld from the graduate:
 - a. General and Library Cautionary deposits;
 - b. Graduate status letters;
 - c. Graduate certificate;

- d. Graduate transcript
- e. Replacement certificate
- f. Any other services required by the graduate.

LOGISTICS re' PAYMENT OF GRADUATION FEES & UPLIFTING GOWNS (TURKEYEN & BERBICE CAMPUS)

The steps to accessing your graduation fee invoice are:

1. Log into the SRMS (Students Records Management System) as a current student to select graduation package (NOTE: This feature will only become active on October 20, 2023),

If you do not know your USI (Unique Student Identifier), please use the ['FindMyUSI'](#) link on [SRMS](#) to retrieve the same.

2. Make Payment

The graduation fee can be paid via:

- i. Bill Express (please ensure to advise the teller that the payment is for the graduation fee);
 - ii. GTT's Mobile Money Guyana (MMG)
 - iii. Turkeyen campus Republic Bank Account# 688-018-1 (Note: deposit slips along with the graduation fee invoice must be emailed (via bursary.fees@uog.edu.gy) dropped off at the UG Bursary for payments made at the bank. Graduands are reminded to record the name and USI on the deposit slips before submitting same).
- Berbice Campus - Republic Bank Account # 976-556-655716
- iv. UG Bursary (a. new location between CIT and NBS Dorm buildings. 2. No cash payments are accepted at this location after 15:00h and on Saturdays. Customers may however utilize a Republic bank or GBTI debit card in lieu of cash *after* 15:00h).
 - v. SurePay (please ensure to advise the teller that the payment is for the graduation fee)

Kindly retain a copy of your receipts/deposit slips to assist with verification of said payment if necessary.

3. Uplift Invitations and/or Academic Regalia

UG Turkeyen – Temporary Convocation Distribution centre located at the SEBI Building, lower flat to uplift invitations with effect from **October 23, 2023.**

UG Berbice Campus - Bursary to uplift invitations with effect from **October 23, 2023.**

Academic regalia will be issued Mondays to Fridays between 9:30 am to 6:30 pm by the UG Bursary personnel. You may be requested to observe COVID-19 protection protocols on our campuses.

The point person for issuance of academic regalia at the Turkeyen campus is Ms. Olive Samuels, contact # 642 0029.

The point person for issuance of academic regalia at the Berbice campus is Ms. Taneysha Mc Kenzie, contact # 638 4514 or 337 2289/98.

Please insert a check in the text box provided on your graduation invoice summary page to indicate your understanding of these terms as they have been set out above.