



## PROCEDURE GUIDE FOR GRADUANDS

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### IMPORTANT INFORMATION TO GRADUANDS (*please read carefully*)

- ❖ Graduands are required to present themselves for the Ceremony in the approved academic attire in accordance with the Oxford specification.
- ❖ Certificates as well as other academic documents **will not be issued** to graduands who still owe the University in outstanding student fees.
- ❖ Graduands are required to report two hours prior to the commencement of the ceremony.
- ❖ Each graduand will be allowed to bring a maximum of **TWO GUESTS**.
- ❖ Children under five (5) years of age will not be allowed into the graduation hall.
- ❖ A fee of **R1 290.00** will be charged for receiving a Diploma/Degree certificate in absentia.
- ❖ No change of names on the certificate will be considered after the graduation ceremony.
- ❖ The academic attire of the University is obtainable **ONLY** from the following official supplier:

**Dippenaar & Reinecke Outfitters**  
**752 Park Street**  
**Arcadia**  
**Pretoria**  
**0083**  
**Tel: 012 343 2945/47**  
**Fax: 012 343 2559**  
**Email: admin@diprei.com**