

# GHANA COMMUNICATION TECHNOLOGY UNIVERSITY



## 34<sup>th</sup> MATRICULATION

### LETTER OF PROTOCOL TO THE MATRICULANTS OF 2024/2025 ACADEMIC YEAR

Dear Matriculant,

We are pleased to inform you that your matriculation ceremony has been scheduled as follows:

**Date:** Saturday, 22<sup>nd</sup> February, 2025

**Venue:** GCTU Forecourt, Main Campus, Tesano

**Time:** 8:30 am

**Mode:** Blended (Physical and Online)

This letter serves as an invitation and letter of protocol to prepare you for the matriculation Ceremony. Please take note of the following important information:

1) **Rehearsal:** An in person matriculation rehearsal will be held for all freshmen at 1.00 P.M. on Friday, 21<sup>st</sup> February, 2025 at GCTU Forecourt, Main Campus, Tesano.

2) **Dress Code:** Formal Attire

3) **Signing of the Matriculation Register**

All Matriculants are strongly advised to sign the online matriculation register. Failure to sign shall result in them not being recognize as students.

4) **Collection & Return of Matriculation Gowns**

Gowns for the matriculation can be collected at the School/Faculty administration, Tesano and Abeka campuses as follows:

Date	Day	Time
17 <sup>th</sup> – 21 <sup>st</sup> February, 2025	Monday- Friday	9.00am – 4.00pm

Matriculants are kindly requested to **present their admission letters** for the collection of gowns.

**Kindly take note that gowns will not be issued on the day of the matriculation, i.e. Saturday, 22<sup>nd</sup> February, 2025.**

Gowns **should** be returned immediately after the ceremony or **not later than Wednesday, 26<sup>th</sup> February, 2025.** Matriculants are expected to sign to indicate return of gowns.

**5) Penalty for late return of gowns**

Matriculants who return gowns **after Wednesday, 26<sup>th</sup> February, 2025** shall pay a penalty of **GH¢500.00** into the university's account below.

**Account Name: Ghana Communication Technology University**

**Bank: Ecobank**

**Account Number: 1441000286803**

**Branch: Tesano Branch**

Any damage caused to the Matriculation Gown will attract **a penalty of GH¢800.00** for replacement.

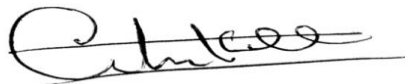
**6) Matriculation Pictures:**

Group pictures will be taken according to programmes, after the matriculation ceremony, in front of the reception.

Accredited photographers will set up their stands around the forecourt, offering Matriculants the opportunity to take pictures with their friends and families.

**Please accept our congratulations on your Matriculation. We look forward to seeing you!**

**Issued by:**



**Godwin Utuka (PhD)**

**Director of Academic Affairs**

**For: Registrar.**

Dated: Friday, 14<sup>th</sup> February, 2025.