

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY



35TH CONGREGATION

LETTER OF PROTOCOL TO THE UNDERGRADUATE GRADUATING STUDENTS OF 2024/2025 ACADEMIC YEAR (NOVEMBER 2025 COHORT)

Dear Graduand,

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

Date: Saturday, 29th November 2025

Venue: GCTU Forecourt, Main Campus, Tesano

Time: 8:30 am

Mode: Blended (Physical and Online)

Theme: Innovating for Tomorrow: Inclusive Education and Technology for a Sustainable Future.

This letter serves as an invitation and letter of protocol to prepare you for the pre and post graduation processes of the Ceremony. In this respect, please note the following relevant information:

- 1) **Rehearsal:** An in-person graduation rehearsal will be held for all graduands at 3.00p.m on Friday, 28th November, 2025 at the forecourt, in-front of the cafeteria.
- 2) **Dress Code:** Formal Attire
- 3) **Payment of graduation fees**

Graduands are required to pay an amount of **GHC600.00** as graduation fees as follows:

Payment steps

Payment should be made into the account details provided below for graduands at all locations:

1. Account Name: Ghana Communication Technology University

Bank: Ecobank

Account Number: 1441000286803

Branch: Tesano Branch

2. Account Name: Ghana Communication Technology University

Bank: GCB Bank

Account Number: 1391130002612

Branch: Koforidua Branch

Graduands who opt out of the ceremony will be expected to pay the current graduation fee before their certificates would be issued to them.

4) Clearance Procedure

All graduands at the Accra Campuses (Tesano & Abeka) will be required to pick up a clearance form from their School/Faculties. The clearance Form **should** be endorsed by the Heads of their Departments, University Librarian, Director of Finance, and the Director of Internal Audit.

Graduands from the Learning Centers should pick up their clearance forms from their respective Center Administration.

Please note that gowns shall only be given to graduands who have completed the clearance process.

5) Alumni Registration

There will be a GCTU Alumni Association registration of all graduands. This will be done during the clearance process. Every graduand is expected to complete and submit the Alumni Registration Form to the Directorate of University Relations. Graduands from the Learning Centers should submit their clearance forms to their respective Center Administration.

6) Collection & Return of Academic Gowns

Gowns for the graduation, along with the academic cap and hood as well as the certificate scroll can be collected at the School/Faculty administration, Tesano and Abeka campuses as follows:

Date	Day	Time
26 th - 28 th November, 2025	Wednesday- Friday	9.00am – 4.00pm

Graduands are kindly requested **to present their fully signed clearance forms and graduation fee payment receipt** for the collection of gowns.

Kindly take note that gowns will not be issued on the day of the graduation, i.e. Saturday, 29th November, 2025.

Gowns should be returned immediately after the ceremony or not later than Wednesday, 3rd December, 2025. Graduates are expected to sign to indicate return of gowns.

7) Graduation Pictures:

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

Accredited Photographers shall mount their stands at the graduation grounds for graduands to take photographs.

8) Collection of Certificates

All GCTU students can collect their certificates from Tuesday 16th December, 2025. at the Academic Affairs Directorate (Block B, Ground Floor), after submitting their gowns.

KNUST undergraduate students shall be notified in due course regarding collection of their certificates.

Graduates will be expected to present their signed clearance forms, graduation fee payment receipts and student Identity Cards.

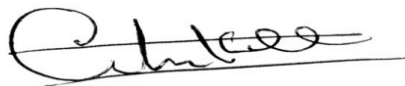
9) Penalty for late return of gowns

Graduates who return gowns after Wednesday, 3rd December, 2025, shall pay a penalty of **GH¢500.00** into the various accounts listed under Payment Steps on the first page.

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

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

Issued by:



**Godwin Utuka (PhD)
Director of Academic Affairs**

For: Registrar.

Dated: Tuesday, 25th November, 2025.