



## **CHRISTIAN SERVICE UNIVERSITY, KUMASI OFFICE OF THE REGISTRAR**

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### **NOTICE TO THE GRADUATING CLASS OF 2025: GRADUATION CEREMONY AND SCHEDULE OF EVENTS**

THE MANAGEMENT OF THE CHRISTIAN SERVICE UNIVERSITY WISHES TO INFORM THE 2025 PROSPECTIVE GRADUANDS, THAT THE 49<sup>TH</sup> CONGREGATION AND GRADUATION CEREMONY IS SCHEDULED FOR SATURDAY, 20<sup>TH</sup> DECEMBER, 2025 AT 10.00 A.M. ON THE CSU DURBAR GROUNDS. (GRADUANDS SHOULD BE SEATED BY 9.00 A.M.)

**GUEST SPEAKER: PROFESSOR BERNARD KUMI-BOATENG (DEAN, FACULTY OF GEOSCIENCES & ENVIRONMENTAL STUDIES, UMaT)**

**THEME: NEW BEGINNING, BRIGHT FUTURE**

GRADUANDS ARE KINDLY REQUESTED TO TAKE NOTE OF THE FOLLOWING SCHEDULE:

<b>S/N</b>	<b>ACTIVITY</b>	<b>DATE</b>	<b>PROCEDURE TO FOLLOW</b>	
1.	Payment of Graduation Fee: Post-Graduate (GHC750.00) Undergraduate (GHC650.00) Certificate in Biblical Studies (GHC450.00)	12/12/2025 – 18/12/2025	<b>Bank Account: (1441001248608) or Visit the CSU Accounts Office for assistance through MTN Momo.</b>	<b>Name of Bank: Ecobank</b>

	Certificate in Ministry (GHC450.00)			
2.	Clearance Before Collection of Graduation Gown	12/12/2025 – 18/12/2025	<b>After paying for the graduation fees.</b>  <b>Pick a chit from the Accounts office and send to the Estate Office.</b>	
3.	Collection of Graduation Gowns	12/12/2025 - 18/12/2025	<b>Between the hours of 10.00 a.m. and 4.00 p.m.</b>	<b>At the Estate Unit</b>
4.	Rehearsal	19/12/2025	<b>4.30 p.m. – 6.00 p.m.</b>	<b>CSU, Auditorium</b>
5.	Return of Graduation Gowns	20/12/2025	<b>After the graduation Ceremony. Failure to return the gown will attract a penalty fee.</b>	<b>At the Estate Unit.</b>

NOTE:

**Payment of fees and the requirements for the collection of certificates as follows:**

1. Graduation fees must be paid at any ECOBANK branch into Account number (1441001248608), not later than Thursday, 18<sup>th</sup> December, 2025.

2. Those who pay after Thursday, 18<sup>th</sup> December, 2025 will not be presented during the Ceremony.
3. Graduands must clear themselves by obtaining chits from the Accounts Unit and Estate Unit, and present these chits to the officers in charge before collecting their certificates.
4. Graduands are required to present one recognised ID card – such as Ghana Card, Voter’s ID Card, or Driver’s Licence (both original and photocopy), for verification before collecting their certificates.
5. **Certificates will be collected at the following venues:**
  - i) Faculty of Humanities – Graduate Lecture Hall (GLH2), Administration Block.
  - ii) Faculty of Health and Applied Science – Foyer, Administration Block.
  - iii) School of Business and Graduate School – Auditorium.
6. **All graduands who previously cleared themselves and collected their gowns remain valid.**
7. Graduands should DOWNLOAD the CLEARANCE FORM *Here*.
  - i. Upon filling the CLEARANCE FORM, present it with the required ID (*Refer to item 4*) to the Accounts Office, Estate and the Certificate Collection point.

THANK YOU.

**SIGNED**

**A.K. DOKU**

**(REGISTRAR)**