## UCT Graduation Checklist

All graduation information is available on the [UCT graduation webpage](#).

**Before the ceremony**

| Item | Where to check | Information |
|------|----------------|-------------|
| **Fee balance** | PeopleSoft | If your fee account has not been settled, you will not be able to graduate. Any qualifiers who had outstanding fees as of the deadline have no guarantee of graduating. Contact the Fees Office if you have any queries regarding your fee account. |
| **Ceremony date and time** | UCT graduation webpage | Confirm correct date for relevant faculty and qualification |
| **Ceremony RSVP** | Peoplesoft | Indicate whether you will or will not attend by the deadline |
| **Administrative tasks** | PeopleSoft | Check academic record (confirm details such as qualification, any specialisation, award/distinction text and/or your dissertation/thesis title) |
| | | Confirm correct full legal name matches your identity document |
| | | Resolve all university matters: <br> - all pending disciplinary cases <br> - library matters |

**If you will be attending the ceremony**

| Item | Where to check | Information |
|------|----------------|-------------|
| **Academic attire** | UCT graduation webpage | Prebook your academic attire from House of Graduates |
| **Official photographs** | UCT graduation webpage | Preorder official photographs from Gordon Harris Photographic |
| **Accessibility support** | UCT graduation webpage | Arrangements for students and guests if required through the Disability Service |

**The day before the ceremony**

| Item | Where to check | Information |
|------|----------------|-------------|
| **Name card and guest tickets** | UCT graduation webpage | Collect your name card and 2 guest tickets from the Molly Blackburn Hall, Otto Beit Building as per the schedule on the UCT graduation webpage. You must present a valid photo ID (i.e., SA ID document, passport, driver's license or student card) when collecting. |
| **Academic attire** | UCT graduation webpage | Collect your academic attire from the Molly Blackburn Hall, Otto Beit Building as per the schedule on the UCT graduation webpage. You must present proof of payment to House of Graduates when collecting. |

## On the day of the ceremony

| Item | Information |
|---|---|
| **Graduands** | You must enter the Sarah Baartman Hall at the side South Entrance wearing your academic attire, with your name card and ensure that you are seated no later than 30 minutes before the ceremony commences |
| **Guests** | Your guests should present their tickets at the front entrance to the hall and ensure that they are seated no later than 15 minutes before the ceremony commences |
| **Return academic attire** | Return your academic attire to the Molly Blackburn Hall, Otto Beit Building no later than 1 hour after your ceremony |

## If you will not be attending the ceremony

| Item | Information |
|---|---|
| **Graduation documentation** | After graduation, you will be able to collect your certificate and transcript from the Student Records Office or request courier delivery as per the details on the UCT graduation webpage |