
OFFICE OF THE ACADEMIC REGISTRAR

VIRTUAL 11TH GRADUATION CEREMONY

This is to inform all candidates who qualified for conferment of Degrees and Award of Diplomas & certificates of Busitema University that the University will be celebrating its **11th Graduation ceremony** which will be virtual / online on Friday 19th March 2021 starting at 10:00 a.m, at the Gymnasium, Busitema Campus in Busia District. Information regarding preparations for this virtual function is as follows;

(i) List of Graduands

The list of Graduands will be available on the University Website (www.busitema.ac.ug) from Wednesday 10th March 2021. All the graduands are expected to check the order and accuracy of their names. The names **MUST** be in the order in which they shall **APPEAR** in the Final certificates and should be the ones in Previous Certificates and admission letter. Any corrections/ omissions should be reported to the respective Faculty Registrars.

(ii) Virtual Graduation

Only 4 (four) graduands from each under graduate program and 2 (two) graduands from each Masters program shall be invited to represent the entire students at the virtual graduation and these will be informed in due course. Those invited shall not come with Parents/ Guardians. For the rest of the graduands, the ceremony will be streamed live on one of the TV stations, University website and YouTube.

(iii) All Graduands shall be required to pay **Graduation fee of UGX 200,000 Plus UGX 3,000 as bank charges, refer to the Mode of Payment below;**

Mode of Payment

STEP 1	Using a web browser e.g Mozilla, Internet explorer on Google chrome; type zeepay.busitema.ac.ug on the address bar Reference Number
STEP 2	Fill in the form with the following details: Full Name, E-mail address and Telephone Number
STEP 3	Click on the BLUE button to continue
STEP 4	Select an appropriate fee (as per the advert) on the fees Menu by checking a box on the left hand side.
STEP 5	Click on the continue button at the right hand bottom corner to generate a 13 digit reference number
STEP 6	Proceed to any bank of your choice and present the reference generated to effect your payment
STEP 7	For any clarifications, please contact the Accounts staff in any of our campuses and for those in Kampala visit our Liaison

(iv) Academic Attire

During the Ceremony only graduands who will be in full graduation attire and at the Gymnasium will be streamed. Students who wish to purchase Graduation attire (Gowns, Cap and Hood) can do it from the outsourced firms including DR. SSEGAWA LAWRENCE P.O.BOX 7161 KAMPALA UGANDA TEL; 0782823055/ 075982055 and JAYOTEC TEXTILE AND MARKETING DESIGNERS LTD P.O BOX 9285, ENTEBBE ROAD, TEL: 0779424348/0701874192. Samples of the academic attire are available at Arapai, Namasagali, Busitema, Mbale, Pallisa and Nagongera Campuses.

(v) For security reasons, the following items are prohibited from the Graduation Ceremony:

1. Mobile Phones
2. Weapons/ Firearms
3. Cameras
4. Cells/ Batteries/ Chemicals
5. Alcohol
6. Canned Food and drinks
7. Pocket Radios
8. Large Bags
9. Bottled Drinks

Note: (1) All Graduands from Faculty of Health Sciences (Bachelor of Medicine & Bachelor of Surgery, Bachelor of Science in Nursing and Bachelor of Science in Anesthesia) will assemble at the Faculty of Health Sciences for taking their respective professional Oaths on Thursday 18th March, 2021 at 11.00am.

(2) Graduands to attend physically shall be expected to have taken their seats by 8.00am and graduation booklets will be distributed at the venue

(3) All graduands who will attend physically must wear
Masks

(4) The graduation booklets will be issued to all graduands who attend virtually at the point of collecting their certificates and Transcripts

FOR INQUIRIES, please contact the Office of the Academic Registrar on Cell phone 0774682635/ 0702391064 Or **Email:** [ar@acadreg.busitema.ac.ug/](mailto:ar@acadreg.busitema.ac.ug) arbusitema@hotmail.com

A handwritten signature in blue ink, appearing to read 'Lillian Nabaasa Gimunguni'.

Lillian Nabaasa Gimunguni
ACADEMIC REGISTRAR