



CHRISTIAN SERVICE UNIVERSITY, KUMASI
OFFICE OF THE REGISTRAR

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 49TH CONGREGATION AND GRADUATION CEREMONY IS SCHEDULED FOR SATURDAY, 6TH 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:

<i>S/N</i>	<i>ACTIVITY</i>	<i>DATE</i>	<i>PROCEDURE TO FOLLOW</i>	
1.	Payment of Graduation Fee: Post-Graduate (GHC750.00) Undergraduate (GHC650.00)	19/11/2025 – 04/12/2025	<i>Bank Account: (1441001248608) or Visit the CSU Accounts Office for assistance through MTN Momo.</i>	<i>Name of Bank: Ecobank</i>

	Certificate in Biblical Studies (GHC450.00) Certificate in Ministry (GHC450.00)			
2.	Clearance Before Collection of Graduation Gown	19/11/2025 – 04/12/2025	<i>After paying for the graduation fees. Pick a chit from the Accounts office and send to the Estate Office.</i>	
3.	Collection of Graduation Gowns	01/12/2025 -	<i>Between the hours of 10.00 a.m. and 4.00 p.m. 4.30 p.m. –</i>	<i>At the Estate Unit</i>
4.	Rehearsal	04/12/2025	<i>6.00 p.m.</i>	<i>CSU, Auditorium</i>
5.	Return of Graduation Gowns	05/12/2025	<i>After the graduation</i>	<i>At the Estate Unit.</i>
		06/12/2025	<i>Ceremony. Failure to return the gown will attract a penalty fee.</i>	

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, 4th December, 2025.
2. Those who pay after Thursday, 4th 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. Graduands should DOWNLOAD the CLEARANCE FORM ***Here.***

THANK YOU.

SIGNED

A.K. DOKU

(REGISTRAR)

CC: VICE-CHANCELLOR

