



# UNIVERSITY OF GHANA

## ACADEMIC AFFAIRS DIRECTORATE

Ref. No.:.....AAD/SS&R/08.20.....

20<sup>th</sup> August 2025

### **NOTICE:**

### **CERTIFICATE COLLECTION BY PROXY FOR GRADUATES OUTSIDE GHANA**

As part of the University's commitment to enhancing the **Transformative Student Experience**, the Academic Affairs Directorate is pleased to introduce a **Proxy Certificate Pick-Up Form** to facilitate the collection of certificates by a graduate's representative.

This initiative is intended to ease the burden on graduates who are unable to personally pick up their certificates before leaving the country, ensuring they can still access their documents once all requirements for issuance have been fulfilled.

The **Proxy Pick-Up Form** can be downloaded here:

 [Proxy Pick-Up Form \(PDF\)](#)

Further information on certificate issuance is available here:

 [Certificate Issuance & Replacement Guidelines](#)

Graduates are kindly reminded that, the certificate is irreplaceable and once issued to the approved proxy, the **University of Ghana will not bear responsibility** for its subsequent loss, damage, or safety.

We trust that this measure will go a long way in mitigating challenges and providing timely access to certificates for our graduates across the globe.

Lydia Anowa Nyako-Danquah (Mrs.)  
**Director, Academic Affairs Directorate**

### **Distribution**

General