

SPECIAL CERTIFICATE REQUEST FORM

Student ID Number:

Surname:

Other Names:

Programme:

Department/Unit:

Mobile Number: Email Address:

Declaration by Student

- I hereby formally request the issuance of my certificate prior to the official congregation ceremony.
- I confirm that I have met all academic requirements for graduation.
- I acknowledge and clearly understand that the issuance of my certificate constitutes official confirmation that I have graduated.
- By making this request, I understand that I will not be eligible to participate in any subsequent congregation ceremony of the University in respect of this qualification.
- I accept full responsibility for this request and undertake that I shall not make any future claim or request to be included in the next congregation.

Student Signature: Date:

Endorsement by Head of Department/Unit

I confirm that the above-named student has met all academic requirements for graduation and that the implications of this request have been explained to the student.

Name:

Signature & Official Stamp:

Date:

For Official Use

Processed by: Date:

Signature and Stamp:

Please print and complete this form. Submit to your HOD for endorsement. Submit the endorsed form to SGS by email via sgsgraduation@ug.edu.gh and copy deansecretary@ug.edu.gh.