



## UNIVERSITY OF THE WESTERN CAPE

**PLEASE VIEW THE UNIVERSITY WEBSITE FOR REGULAR UPDATES.**

**The mode of this graduation (virtual or in-person) will be confirmed at the end of February 2022. Graduates will be notified via the University website and/or email.**

**N.B. Please read the following information carefully to ensure that you meet the requirements to be part of a graduation ceremony. Failure to follow the relevant processes will result in your name being removed from the graduation list.**

**In order to be included in the upcoming graduation ceremony, you must ensure that fees owed, by you, to the University has been settled in full by you (or your bursar/financial sponsor), OR you have signed a GRADUATION ACKNOWLEDGEMENT OF DEBT form with Student Credit Management (see below for details).**

### **1. GRADUATING WITH OUTSTANDING FEES**

#### **Local Students**

In order to make the necessary financial arrangements for your graduation and take part in a **SYMBOLIC GRADUATION**, regardless of having a current payment arrangement in place, including persal arrangements, or awaiting other funding settlements (from your bursar/funder, including NSFAS), **you, as the graduate**, must contact Student Credit Management via the Graduation Clearance Portal <https://studentdebt.uwc.ac.za/> to sign an "Acknowledgement of Debt" (AOD) from 01 March 2022 to the 11 March 2022.

A **symbolic graduation** implies that you will be permitted to participate in the ceremony and your name will appear in the graduation booklet and during the ceremony, however, you will not receive a graduation certificate nor a transcript until your outstanding debt has been settled. You will however receive a formal letter of completion with your graduation date. The **AOD** must be completed, signed and uploaded to the Graduation Clearance Portal <https://studentdebt.uwc.ac.za/> no later than 11 March 2022. Failure to sign by the deadline date will result in your name being removed from the graduation list and you will not be able to receive your certificate until you have been part of a graduation ceremony.

If however, your intention is to settle your account, payment **MUST** reflect on your student account **no later than 11 March 2022**.

**If you have any queries please email [gradscm@uwc.ac.za](mailto:gradscm@uwc.ac.za) without delay to make the necessary financial arrangements for graduation.**

Although the University endeavours at all times to provide accurate records, errors may occur.  
An error does not give the candidate the right to the award of a certificate, diploma or degree.



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**PLEASE NOTE: This is only applicable to South African citizens.**

### International students

Students who are not South African citizens are required to pay the full tuition and residence fees upfront, every year prior to registration and are not eligible to complete a Graduation Acknowledgment of Debt form. If you intend to settle your account, payment must reflect on your student account by **no later than 11 March 2022**.

**Due to administrative processes associated with Graduation, please be advised that the Examinations and Graduations Office will have no choice but to remove candidates who have not met the requirement by the prescribed deadline. No exceptions will be accommodated.**

### 2. STUDENT DETAILS

You are required to check that your name and surname on the Student Portal, corresponds with your ID/Passport by no later than **25 February 2022**. Kindly be advised that a replacement certificate will be at the graduate's own cost if not reported, prior to the mentioned date (i.e. 25 February 2022).

Should the details be incorrect, please email a copy of your ID/Passport to Student Administration at [liaisonoffice@uwc.ac.za](mailto:liaisonoffice@uwc.ac.za) to update your details.

### 3. HOW WILL THE GRADUATION WORK?

Please visit the University website regularly for updates as well as for further information on the ceremony, certificate collection and the hiring of gowns.

<https://www.uwc.ac.za/study/academic-administration/graduation-information>

**FOR QUERIES CONTACT [GRADUATION@UWC.AC.ZA](mailto:GRADUATION@UWC.AC.ZA)**

**FOR FEE QUERIES PLEASE EMAIL [GRADSCM@UWC.AC.ZA](mailto:GRADSCM@UWC.AC.ZA) BEFORE THE DEADLINE DATE**

**FOR NAME CORRECTIONS PLEASE EMAIL [LIASISONOFFICE@UWC.AC.ZA](mailto:LIASISONOFFICE@UWC.AC.ZA) BEFORE THE DEADLINE DATE**

**FOR PROGRAM NAMING ERRORS PLEASE EMAIL YOUR FACULTY OFFICE**

ON BEHALF OF  
EXAMINATIONS AND GRADUATIONS OFFICE  
UNIVERSITY OF THE WESTERN CAPE

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