

GRADUATION **CEREMONY** **STEP-BY-STEP** GUIDE

2025



T: +27 51 401 9111 | E: studentadmin@ufs.ac.za | www.ufs.ac.za

*Inspiring excellence, transforming lives
through quality, impact, and care.*

VISION **130**
*Renew and Reimagine
for 2034*

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



PRIOR TO THE **GRADUATION CEREMONY**

- Official communication will be sent to the graduands' official UFS4life email addresses.
- Graduands will receive communication related to their seat numbers – please have this available to access the graduation venue and locate your seat numbers.
- All graduands will receive four (4) tickets for their guests.
- Guest tickets will be emailed to the graduate's UFS4life email address. Tickets must be shown to gain entrance – NO ticket, NO entrance. NO tickets will be issued on the graduation day.
- The electronic graduation programme will be available on the website:
www.ufs.ac.za/kovsielife/graduation
- No hard-copy of the graduation programmes will be provided at the ceremony.
- An event programme will be provided on the day of the ceremony. The event programme will be in the form of a bookmark and will contain a QR code to scan to access the Graduation Programme.



RENTAL AND COLLECTION OF **ACADEMIC ATTIRE**

- Collection of academic attire for all faculties will take place between 1 and 10 December 2025 at the Gown Store – Provisioning Building.
- Office hours from 1 to 10 December 2025: 08:00-16:30.
- Office hours from 11 to 12 December 2025: 07:00-21:00.
- Returns from 11 to 12 December 2025: Examination Room 1 (EXR 1).
- Returns venue after 12 December 2025: Gown Store at the Provisioning Building in Rector Road.



PRICES OF **ACADEMIC ATTIRE**

- Gown R 340
- Hood R 150
- Headwear R 150
Laiden cap /
Mortarboard



PAYMENT METHODS FOR **RENTAL ATTIRE**

ABSA BANK

Account number: 1570 850 071
Branch code: 632005
Reference number: 181+student number



KARRI APP

Proof of payment and the rental form must be sent to academicattires@ufs.ac.za.



You are requested to bring hard copies of the rental form and proof of payment to the collection venue.

For any enquiries related to rentals of academic regalia, please call the following numbers:
+27 51 401 3012 / 9595 / 9525.

The Provisioning Building is situated in Rector Street opposite the Armentum men's residence.

Dippenaar and Reinecke will be in Examination Room 2 (EXR 2) on the UFS Bloemfontein Campus from 10 to 12 December for the purchase of academic attire. Dippenaar and Reinecke's office hours are as follows:

- 10 December: 08:00–17:00
- 11–12 December: 07:00–21:00

All purchasing information from Dippenaar and Reinecke can be found on their order form.



GRADUATION DAY II **YOUR SPECIAL EVENT**

- Graduands with seat numbers must proceed to the holding room of Examination Room 6 (EXR 6) one and a half (1½) hours prior to the start of the ceremony.
- Graduation/stage procedures will be explained to all graduands.
- All graduands **MUST** be seated one hour before the commencement of the ceremony.
- Please ensure that you have the correct mortarboard and hood and that they are worn correctly before taking your seat.
- Graduands without the correct attire will not be allowed to cross the stage.
- Graduands will form a procession, moving from the holding venue to the Callie Human Centre.
- The approximate walking distance to the graduation venue is 500 metres.
- Graduands who arrive late will not be allowed to participate in the procession.
- Rows in the graduation venue will be clearly marked, – please proceed to your allocated seat.
- You will find the following items on your seat: name card (white) and a bookmark with the event programme.
- Officials will provide certain students with a qualification card (red).
- PhD graduands will be seated next to their promoters/supervisors in the first row.
- Photographers will provide you with a yellow card to complete.
- Graduation officials will indicate when the graduands in each row must proceed to the stage.



WHEN CROSSING **THE STAGE**

Hand your name card to the official on stage. The dean of your faculty will read your name. The graduand must pause for the first photograph to be taken.

Proceed to the Chancellor/Vice-Chancellor: those receiving diplomas will receive a handshake, and graduands will be capped, with the next photograph being taken.

Proceed towards the Registrar and pause in front of the Registrar for the hooding process. The third and last photograph is taken here.



COLLECTION OF **CERTIFICATES**

Graduates move to the certification table to collect their graduation certificates. Officials will issue you a certificate if you have complied with the UFS financial obligations.

Graduates are required to return to their seats after collection. The national anthem is sung. The congregation will be dissolved.



AFTER THE **GRADUATION CEREMONY**

Official family photographs will be taken in Examination Room 6 (EXR 6).

Refreshments (tea and coffee) will be served in Examination Room 4 (EXR 4).

