

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



APRIL 2026

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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 regarding their seat numbers – please have this available to access the graduation venue and locate your seat numbers.
- Graduands receiving undergraduate qualifications will receive two (2) guests tickets.
- Graduands receiving Master's, Honours, Postgraduate Diplomas and Postgraduate Certificates will receive three (3) guests tickets.
- Graduands receiving their PhD degrees may invite four (4) guests.
- Guest tickets will be emailed to the graduands' UFS4life email addresses. Tickets must be shown to gain entrance – NO ticket, NO entrance. NO tickets will be issued on 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 a bookmark with a QR code to access the Graduation Programme.



QWAQWA CAMPUS **ACADEMIC ATTIRE RENTALS** || 10-11 APRIL

ALL RENTALS AND PURCHASES FOR ALL FACULTIES	EMS BUILDING B3	QWAQWA CAMPUS
09:00-18:00	9 April 2026	For collections of rentals and purchases
07:30-19:00	10 April 2026	Graduation day
07:30-19:00	11 April 2026	Graduation day

Payment details and additional information about the supplier are available on the supplier's rental and purchase form. All information can be found on Dippenaar & Reinecke's rental forms.



BLOEMFONTEIN CAMPUS **ACADEMIC ATTIRE RENTALS** || 14-18 APRIL

- Please note that rentals of academic attire are split into two (2) for different faculties.
- For any enquiries related to rentals of academic regalia, please contact the following number: 051 401 3012/9595/9525.
- Proof of payment and 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.
- The Provisioning Building is situated on Rector Street opposite Armentum men's residence.
- Graduation attire office will open at 07:00 - from 14 -18 April to accommodate students from outside Bloemfontein area.

RENTAL OF THE FOLLOWING FACULTIES	ACADEMIC ATTIRE RENTAL SUPPLIER	COLLECTION BUILDING	DATE AND TIME OF COLLECTION	RETURN VENUES 13-17 APRIL	RETURN HOURS
The Humanities and Education	Dippenaar and Reinecke	Examination Centre (EXR2)	13-18 April 08:00-19:00	Examination Centre (EXR 2)	19:00
Economic and Management Sciences (EMS)	UFS Provisioning Building	Provisioning Building, Gowns Store	16-20 March 08:00-16:30	Examination Centre (EXR 1)	19:00
Health Sciences, Theology and Religion, and Law	UFS Provisioning Building	Provisioning Building, Gowns Store	16-20 March 08:00-16:30	Examination Centre (EXR 1)	19:00
Natural and Agricultural Sciences (NAS)	UFS Provisioning Building	Provisioning Building, Gowns Store	23-27 March 08:00-16:30	Examination Centre (EXR 1)	19:00
Education	Dippenaar and Reinecke	Examination Centre (EXR2)	13-18 April 08:00-19:00	Examination Centre (EXR 2)	19:00

Note that all purchases of academic attire for all faculties will only be done by Dippenaar & Reinecke. No other suppliers are approved to sell or rent UFS academic attire to our students. The store will open on the Bloemfontein Campus for fitting and collection from 16 March 2026, 08:00-16:30.

RENTALS FOR THE HUMANITIES AND EDUCATION

- It is important to note that Dippenaar & Reinecke will be used for the rental of academic attire for the Faculties of The Humanities and Education.
- Students must complete the Dippenaar & Reinecke rental form and make payment into their bank account.



PRICES OF **RENTALS**

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

Return of academic attire will be done strictly at the Examination Room (EXR1) from 13 to 18 April. After 18 April 2026, returns will be done at the Provisioning Building.



PAYMENT METHODS FOR **RENTAL ATTIRE**

TWO PAYMENT METHODS FOR BLOEMFONTEIN CAMPUS RENTALS ONLY:

Economic and Management Sciences, Natural and Agricultural Sciences, Law, Health Sciences, Theology and Religion

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.



Please note that payment of rental for the Faculties of The Humanities and Education must be made directly into the bank account of Dippenaar and Reinecke.



GRADUATION DAY II **YOUR SPECIAL EVENT**

- No student procession will take place. Graduands must proceed directly to the graduation venue – the Mandela Hall for the Qwaqwa ceremonies, and the Callie Human Centre for the Bloemfontein ceremonies.
- All graduands **MUST** be seated one (1) hour before the commencement of the ceremony.
- Graduation/stage procedures will be explained to all graduands.
- 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.
- Rows in the graduation venue will be clearly marked – please proceed to your allocated seat.
- You will find the following items on your seat: a 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; the next photograph will then be 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.

