

UCT Graduation Checklist

All graduation information is available on the [UCT graduation webpage](#).

Before the ceremony

Item	Where to check	Information
Fee balance	PeopleSoft	If your fee account has not been settled, you will not be able to graduate. Any qualifiers who had outstanding fees as of the deadline have no guarantee of graduating. Contact the Fees Office if you have any queries regarding your fee account.
Ceremony date and time	UCT graduation webpage	Confirm correct date for relevant faculty and qualification
Ceremony RSVP	Peoplesoft	Indicate whether you will or will not attend by the deadline
Administrative tasks	PeopleSoft	Check academic record (confirm details such as qualification, any specialisation, award/distinction text and/or your dissertation/thesis title)
		Confirm correct full legal name matches your identity document
		Resolve all university matters: - all pending disciplinary cases - library matters

If you will be attending the ceremony

Item	Where to check	Information
Academic attire	UCT graduation webpage	Prebook your academic attire from House of Graduates
Official photographs	UCT graduation webpage	Preorder official photographs from Gordon Harris Photographic
Accessibility support	UCT graduation webpage	Arrangements for students and guests if required through the Disability Service

The day before the ceremony

Item	Where to check	Information
Name card and guest tickets	UCT graduation webpage	Collect your name card and 2 guest tickets from the Molly Blackburn Hall, Otto Beit Building as per the schedule on the UCT graduation webpage. You must present a valid photo ID (i.e., SA ID document, passport, driver's license or student card) when collecting.
Academic attire	UCT graduation webpage	Collect your academic attire from the Molly Blackburn Hall, Otto Beit Building as per the schedule on the UCT graduation webpage. You must present proof of payment to House of Graduates when collecting.

On the day of the ceremony

Item	Information
Graduands	You must enter the Sarah Baartman Hall at the side South Entrance wearing your academic attire, with your name card and ensure that you are seated no later than 45 minutes before the ceremony commences
Guests	Your guests should present their tickets at the front entrance to the hall and ensure that they are seated no later than 20 minutes before the ceremony commences
Return academic attire	Return your academic attire to the Molly Blackburn Hall, Otto Beit Building no later than 1 hour after your ceremony

If you will not be attending the ceremony

Item	Information
Graduation documentation	After graduation, you will be able to collect your certificate and transcript from the Student Records Office or request courier delivery as per the details on the UCT graduation webpage