



DEPUTY VICE-CHANCELLOR ACADEMIC'S OFFICE
MEMORANDUM

TO : All Graduating Candidates
FROM : Deputy Vice-Chancellor, Academic
DATE : 18th February 2026
SUBJECT : **12TH GRADUATION CEREMONY UPDATES**

Reference is made to the above captioned subject.

On behalf of the University Council, Senate and Management, I am delighted to congratulate you on this significant milestone, your upcoming graduation from Kwame Nkrumah University. The 12th Graduation Ceremony will take place on Friday, 10th April 2026, from 08:00 to 12:00 hours at the University Campus.

This will be a physical ceremony held under the inspiring theme: **"Towards Competence-Based Education for Transformative Entrepreneurship"**. To ensure a smooth and memorable experience, please follow the important guidelines and sequence of events below:

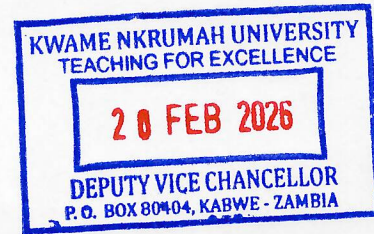
All outstanding balances owed to the University should be cleared by **Monday, 16th March 2026**, for inclusion on the graduation list and in the booklet.

For further details, refer to the attached process flows and support contacts.

You are guided accordingly.


Professor Francis Tembo (PhD)





APPENDIX I: GRADUATION PROCESSES FLOWS:

The following is a detailed Graduation Process flow:

1. VERIFICATION AND ELIGIBILITY

- 1.1 The final graduation list will be published on **27th February 2026**. Access it via www.nkrumah.edu.zm or the student portal to verify your details (full name, student number, gender, study programme, classification, and degree classification where applicable).
- 1.2 Only candidates with **no outstanding bills** will be included on this final graduation list. Any omissions or errors must be reported to the Examinations Office by **16th March 2026**. No additions or corrections will be made to the Graduation Booklet after this deadline.

2. CONFIRMATION AND PAYMENTS

- 2.1 Payment of applicable graduation fees confirms participation.
- 2.2 Pay all relevant fees via ZANACO Bill Muster (use your student number as reference). The fees are as follows:

Category	Graduation with Gown Purchase	Graduation with Gown Hiring	Graduation In Absentia
Postgraduate Masters	K3,385.00	K2,850.00	K2,850.00
Postgraduate Diploma	K3,385.00	K2,850.00	K2,850.00
Undergraduate	K3,250.00	K2,750.00	K2,750.00

Note: Fees are non-refundable. In-absentia candidates do not require invitation cards or gowns.

3. INVITATION CARDS, GOWNS, AND REHEARSAL

- 3.1 Collect **two (2)** graduation invitation cards from the University between **16th March 2026** and **3rd April 2026**, upon presenting proof of payment (POP) and accounts clearance. Note that each invitation card admits one guest.
- 3.2 Collect gowns from the Stores Office (Main Campus) or respective Satellite Campus coordinators, upon presenting proof of payment (POP) and accounts clearance.
- 3.3 Attend the mandatory rehearsal at the Graduation Venue, West Campus, on **9th April 2026** at 11:00 hours.
- 3.4 Early arrival is recommended from 07:00 hours on graduation day for seating, security checks, and a smooth start to proceedings.

4. COLLECTION OF CERTIFICATES AND TRANSCRIPTS

- 4.1 Certificates will be available for collection on graduation day. Note that all graduands are encouraged to collect their certificates within **four (4)** weeks from the date of graduation.
- 4.2 Graduates may collect official transcripts on graduation day or during the subsequent certificate collection period, subject to a formal request and payment of applicable fees.
- 4.3 To facilitate document collection at graduation, complete payment clearance beforehand.

5. QUERIES AND INQUIRIES

For further assistance, contact the following numbers:

- 5.1 Graduation in general: +260962001 556 (Deputy Registrar, Academic)
- 5.2 Payments : +260977713665 (Accounts)
- 5.3 Collection of Gowns : +260979331388 (Main Campus)
- 5.4 Graduation List : +260977494444 (Examinations Unit)

For satellites, refer to Appendix II.



APPENDIX II: ADMINISTRATIVE SUPPORT LINES

SN	DEPARTMENT	NUMBER	MODE OF COMMUNICATION
1.	Academic Office	+260962001556	Direct Call, WhatsApp, SMS
2.	Admissions Unit	+260777291088	Direct Call, WhatsApp, SMS
3.	Examinations Unit	+260977494444	Direct Call, WhatsApp, SMS
4.	Accounts Office	+260770476384	Direct Call, WhatsApp, SMS
5.	IT Department	+260968290409	Direct Call, WhatsApp, SMS
6.	Main Library	+260977324305	Direct Call, WhatsApp, SMS
7.	Dean, SOB	+260979571349	Direct Call, WhatsApp, SMS
8.	Dean, SOE	+260977935533	Direct Call, WhatsApp, SMS
9.	Dean, SHSS	+260973295848	Direct Call, WhatsApp, SMS
10.	Dean, SNS	+260979524179	Direct Call, WhatsApp, SMS
Satellite Campus Coordinators			
11.	Mansa College	+260977359456	Direct Call, WhatsApp, SMS
12.	St. Mary's College	+260962815335	Direct Call, WhatsApp, SMS
13.	Solwezi College	+260964534293	WhatsApp
		+260978414736	Direct Call, SMS
14.	Malcom Moffat	+260971666827	Direct Call, WhatsApp, SMS
15.	Kitwe College	+260977691929	Direct Call, WhatsApp, SMS
		+260977975713	Direct Call, WhatsApp, SMS
16.	Kasama College	+260977507844	Direct Call, WhatsApp, SMS
17.	Chipata College	+260977450193	Direct Call, WhatsApp, SMS

NB: For Direct calls, call between Monday and Friday from 08:00 hours to 17:00 hours (Working hours).

For texts, type student number, nature of submission and send either via SMS or WhatsApp, the latter being encouraged for tracking purposes at any given time, but expect responses within working hours.

