



KWAME NKRUMAH UNIVERSITY
DEPUTY VICE-CHANCELLOR'S OFFICE
ACADEMIC AFFAIRS

MEMORANDUM

TO : All Graduating Candidates
FROM : Deputy Vice-Chancellor - Academic Affairs
DATE : Friday, 24th April 2026

SUBJECT : **COLLECTION OF GRADUATION GOWNS**

Reference is made to the above captioned matter.

This is to inform all graduating candidates that the collection of graduation gowns will commence on **Monday, 27th April 2026**.

Please note the following guidelines regarding the collection process:

1. All candidates, including those from satellite campuses, must collect their gowns from the University Stores Office at the Main Campus.
2. Candidates are required to present an official clearance form, which must be obtained from the Finance Department before collection.
3. Collection is available during working hours.

Be informed accordingly.

Professor Francis Tembo (PhD)



Cc: Registrar
Cc: Chief Financial Officer
Cc: Principals, Satellite Campuses
Cc: Student Guild President

APPENDIX I: 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
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.

