



AA/E/GN/Vol.1

November 17, 2025

ALL STAFF
KNUST

COLLECTION OF CERTIFICATES ON BEHALF OF GRADUATES

This is to inform the University community that **only permanent staff members are permitted to collect certificates on behalf of graduates**. This measure has been instituted to safeguard the integrity of the certificate collection process and to address the recurring challenge of missing certificates.

Please note the following guidelines:

- Certificates should **only be collected from the Examinations Office**.
- Collection by staff on behalf of graduates will commence **from Tuesday 2nd December, 2025**, after the graduation ceremonies have concluded.
- This timeline ensures that all uncollected certificates are returned from the Colleges to the Examinations Office.
- Staff are to come along with their **staff ID Cards**.
- Representatives, including family members, friends, or external parties, are **not** authorized to collect certificates.

The University appreciates your cooperation in adhering to these guidelines, which are designed to protect the interests of our graduates and maintain proper accountability in certificate issuance.

Thank you.

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