GRADUATION SYSTEM Version 1.0

GRADUAND USER GUIDE

University of Rwanda (UR): How to request your gown and invitation tickets

Are you a graduand preparing for the graduation ceremony?

Please follow these steps:

1. Check if you are on the graduation list
2. Check and correct your "**Email**"
3. Enter a valid "**phone number"**
4. Get a "**verification code**" from your email
5. Enter the "**verification code**"
6. Create your password and save
7. Log in with your "**Email**" and "**Password**"
8. Click on "**Invitation/Ticket Request**"
9. Verify your personal information Click "**Continue**"
10. Choose the gown collection site/campus and accept the terms and Click "**Continue**"
11. Pay Rwf 10000 for the Graduation Gown Fees by "**Dial *775*5# "**on your phone
12. Download your "**gown collection ticket" N.B:** then Print it as hard copy you will submit it where you will take Gown
13. Click "**Continue**" to get your invitation letters
14. Fill in Your Personal Detail form to get your Invitation Card
15. Provide your guardian's informations
16. View and download your Invitation tickets, and your Guardian Invitation Card

Website: https://graduation.ur.ac.rw/

Important notes

- Bring your National Identification Card (INDANGAMUNTU). And Student card
- A graduand is only allowed to invite one guardian (parent, brother, sister, uncle, etc.).
- The ticket will be scanned at the entrance at UR Rukara Campus for attendance check.
- Do not share your ticket with friends: each ticket can be scanned only once.

For more Please Contact any person from the link:

https://graduation.ur.ac.rw/support

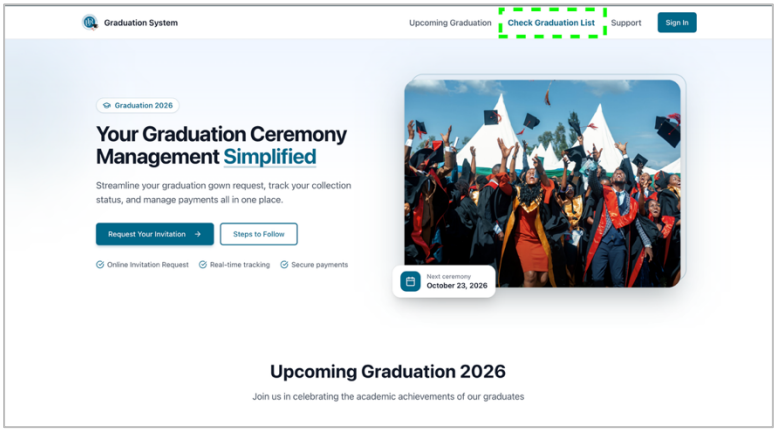
www.urbinaryhub.rw +250790289399 urbinaryhub@gmail.com

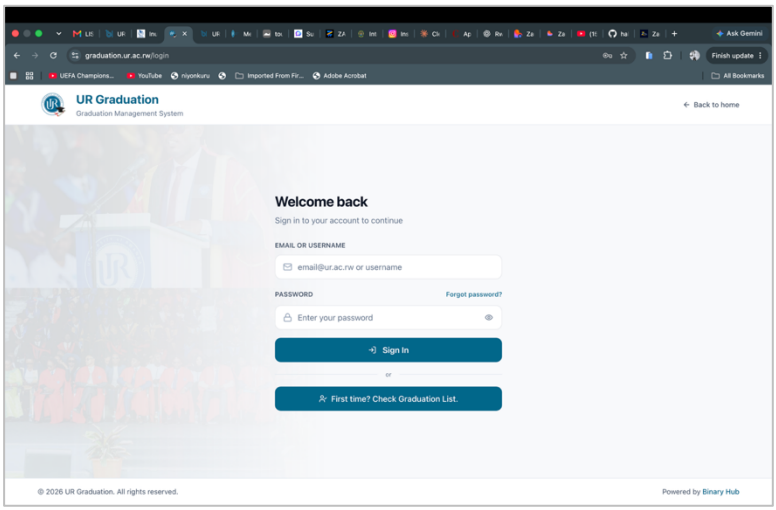
1. Check if you are on the graduation list

Go to https://graduation.ur.ac.rw/

Open the graduation website and check that your name appears on the official graduation list. Only graduands on this list can continue with the process. If your name is missing, contact your College/School registry or Finance.

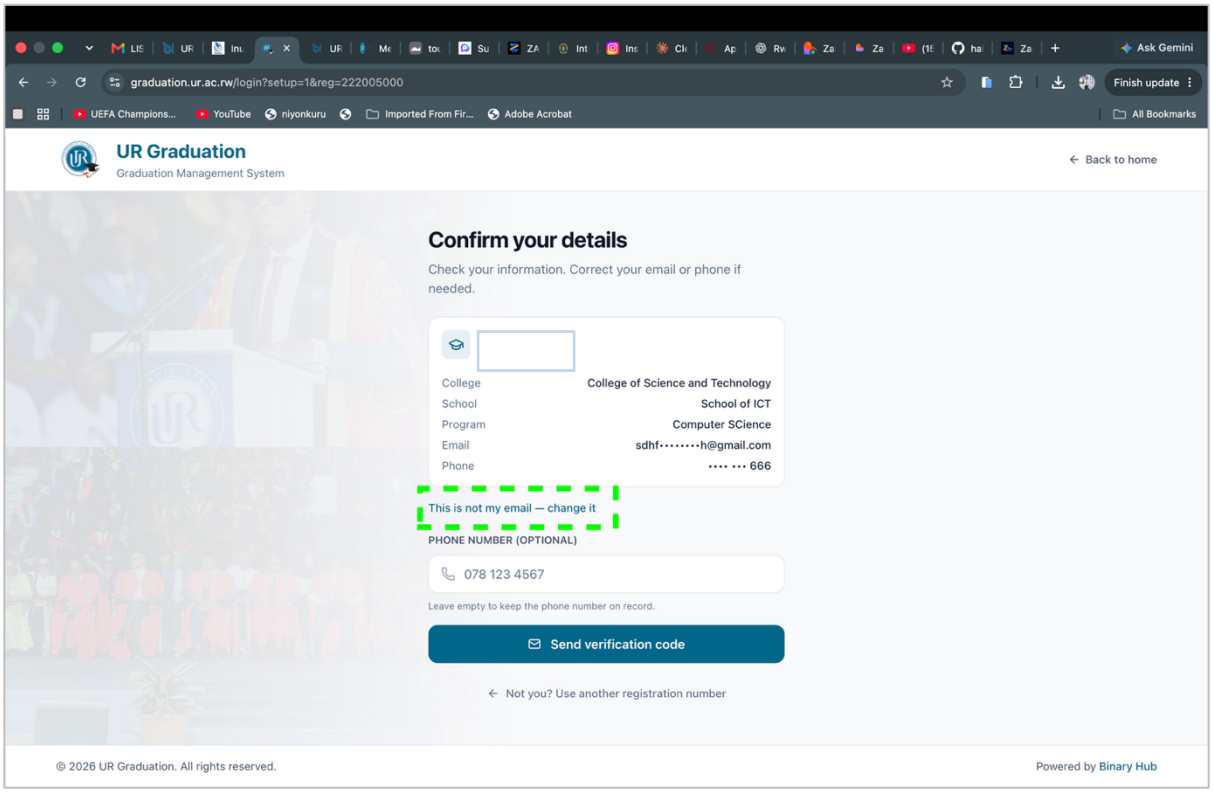
- Open the website in your browser
- Search for or look up your registration number
- Confirm your details are shown, then continue





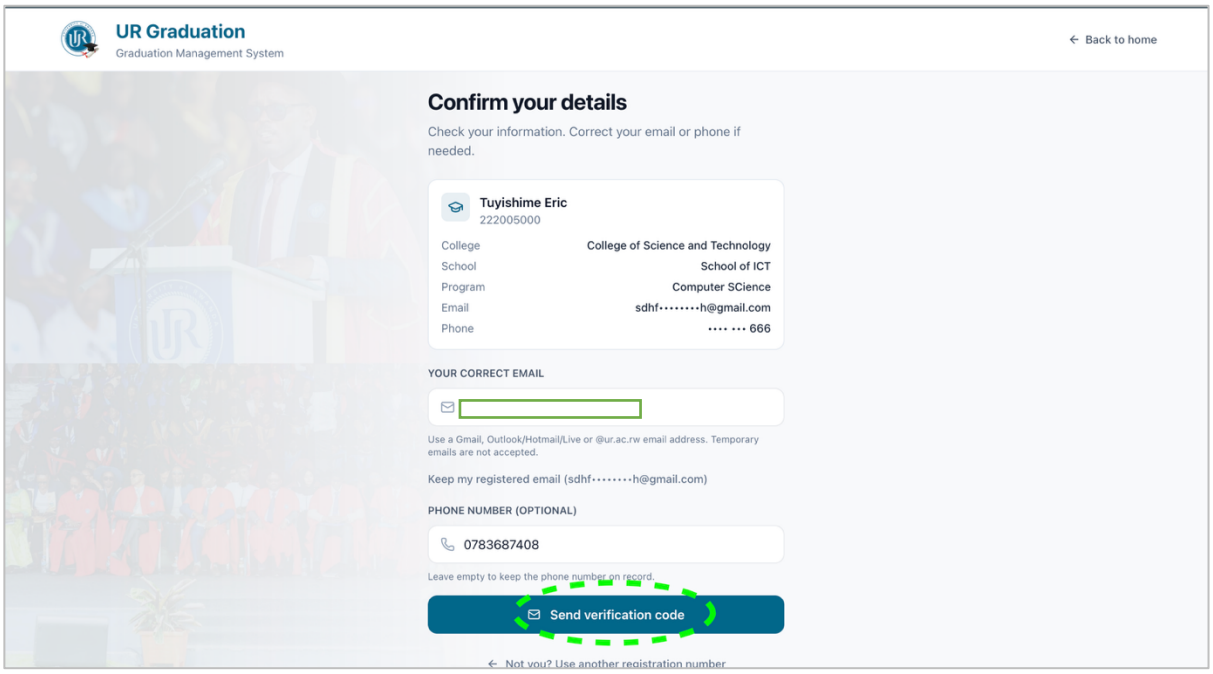
2. Check and correct your email

The system shows the email address registered for you. Make sure it is correct and that you can open it, because the verification code will be sent there. If it is wrong, correct it before continuing.



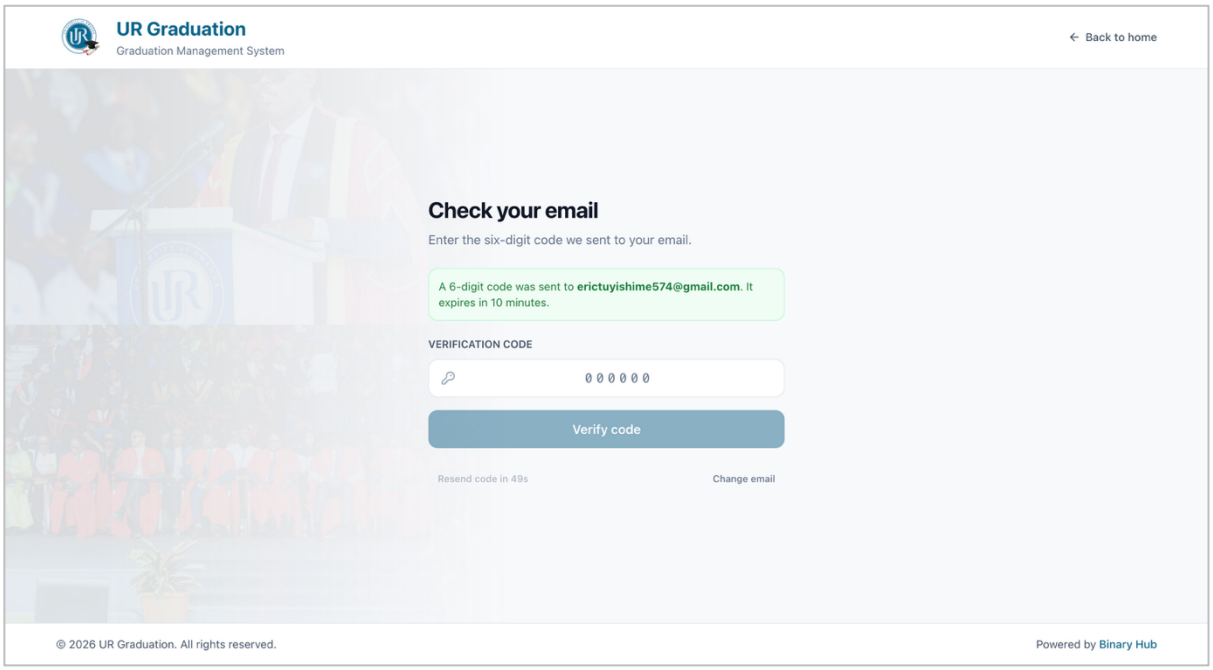
3. Enter a valid phone number

Type an active phone number (format 07XXXXXXXX). It will be used to contact you about graduation.



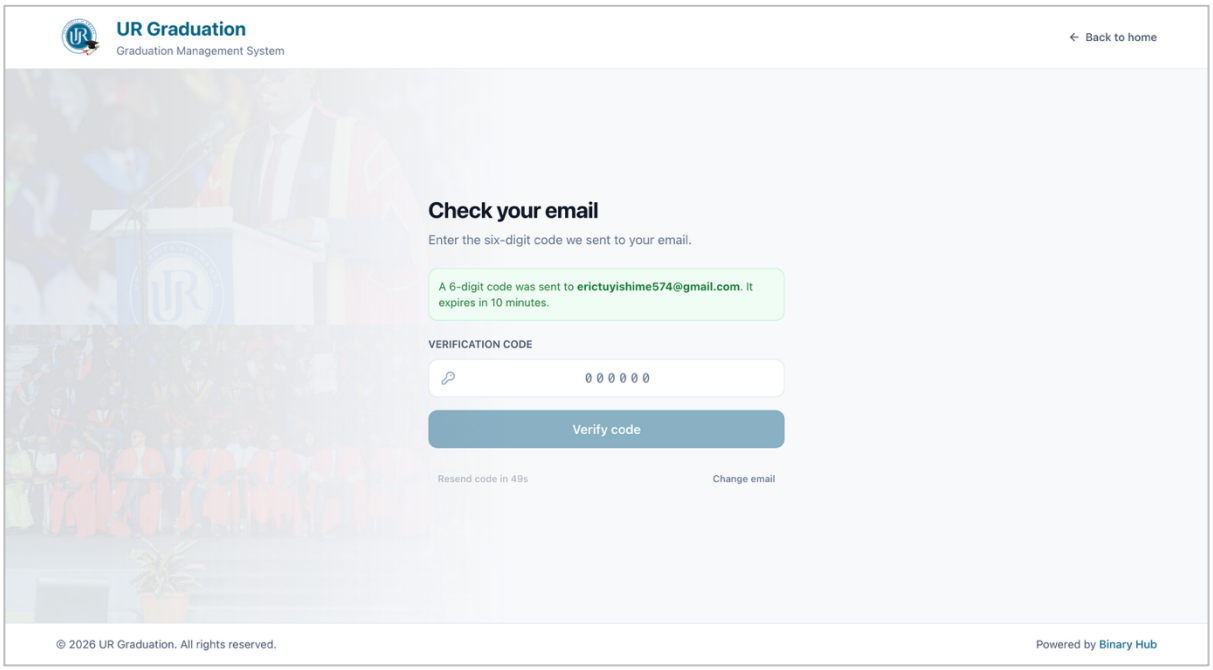
4. Get a verification code from your email

Click the button to request a code. Open your email inbox and find the message from the graduation system. Check the Spam/Junk folder if you do not see it.



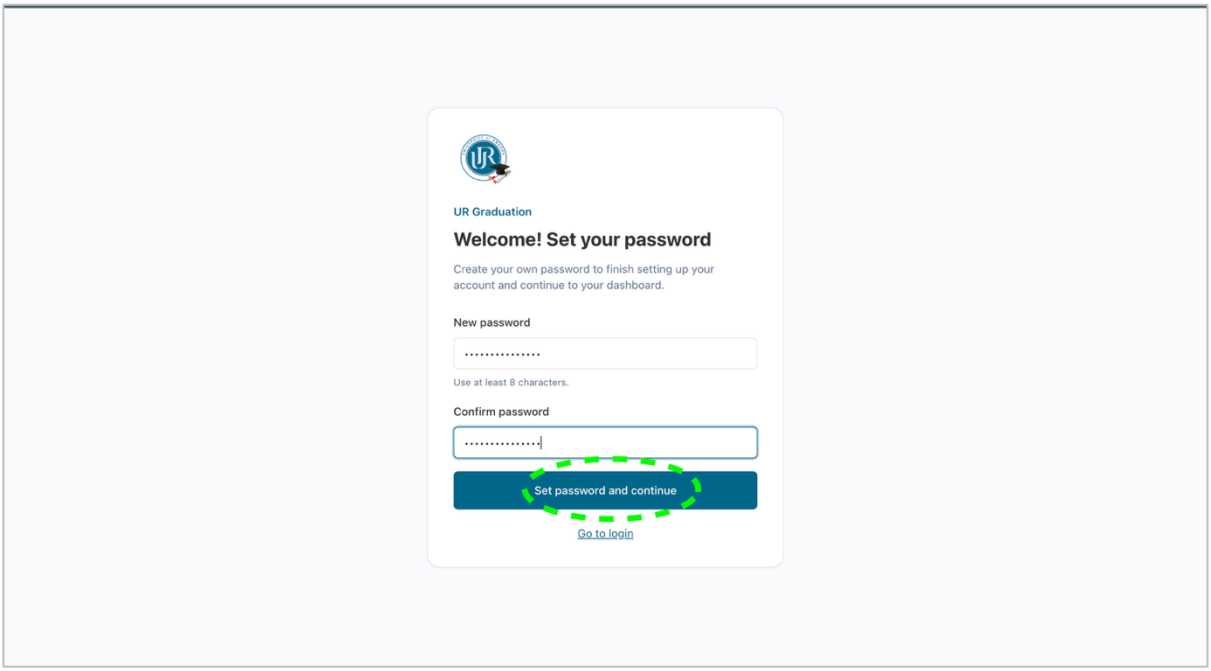
5. Enter the verification code

Copy the code from your email and type it in the verification box, then confirm. The code proves that the email address belongs to you.



6. Create your password and save

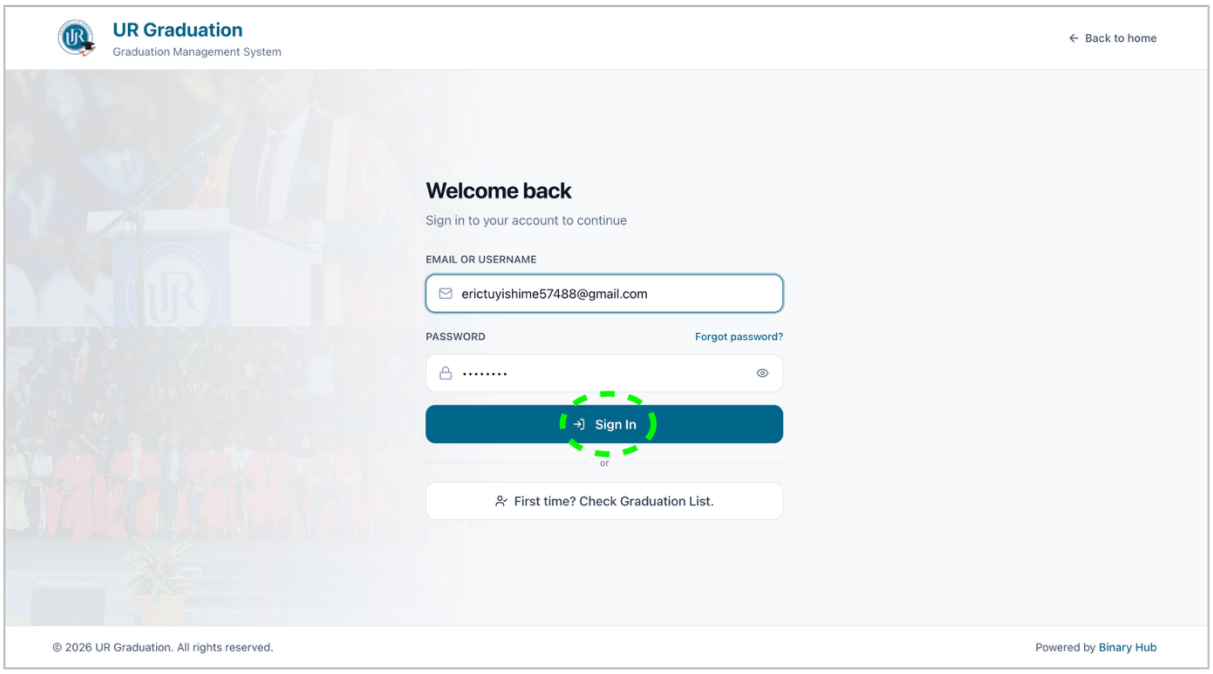
Choose a strong password (letters, numbers and symbols) and re-type it to confirm. Click Save. Keep your password private and remember it.



www.urbinaryhub.rw +250790289399 urbinaryhub@gmail.com

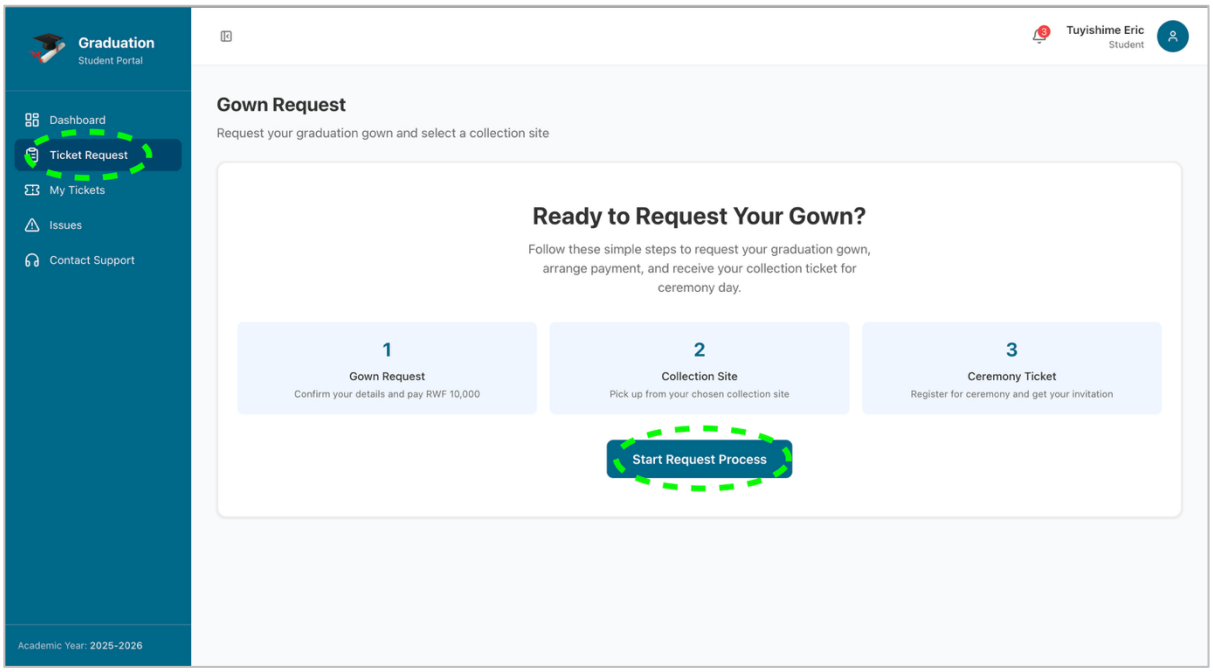
7. Log in with your email and password

Return to the login page and sign in using your email address and the password you just created.



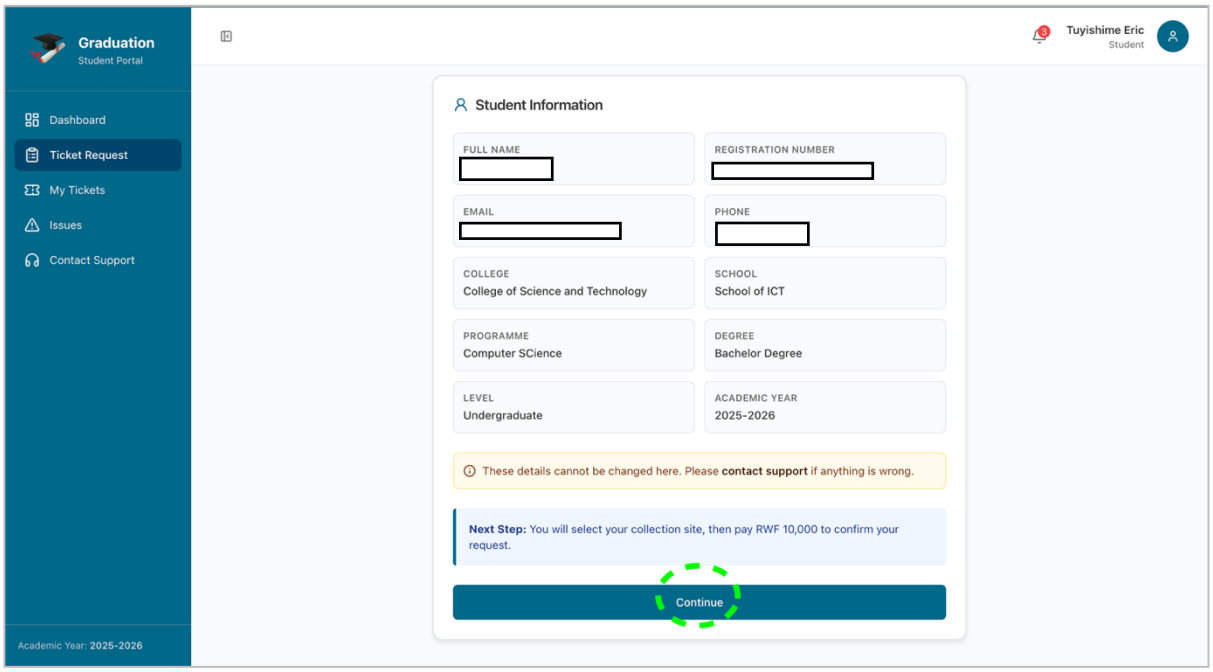
8. Click on “Invitation/Ticket Request”

After logging in, go to your dashboard and click Invitation/Ticket Request to start requesting your gown and invitation tickets.



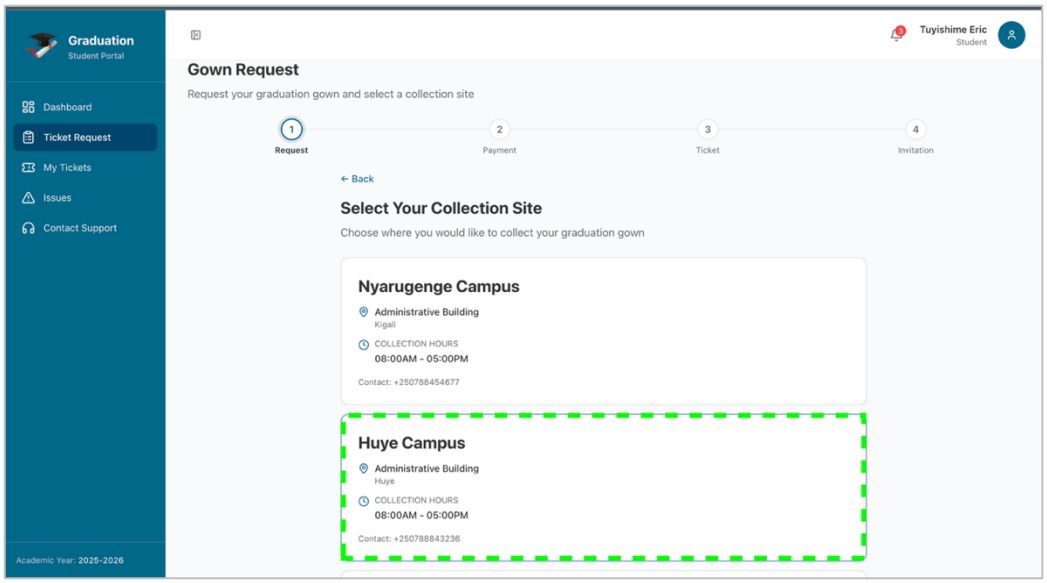
9. Verify your personal information and continue

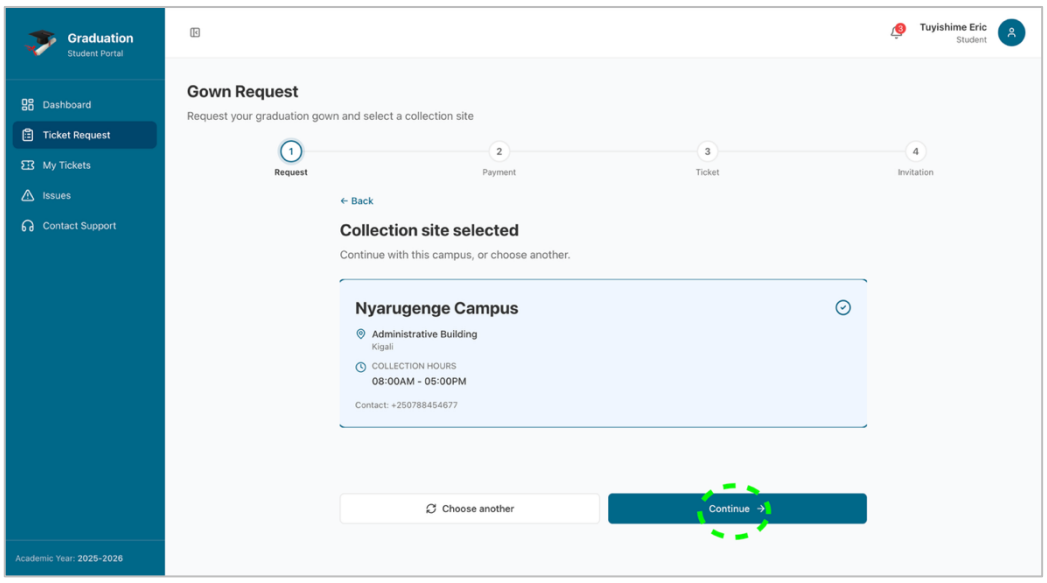
Check that your names, registration number, programme and other details are correct. If everything is right, click Continue.



10. Choose the gown collection site/campus and accept the terms

Select the Campus/Site where you will collect your gown. Read the Terms and Conditions, tick the box to confirm that you accept them, then continue.

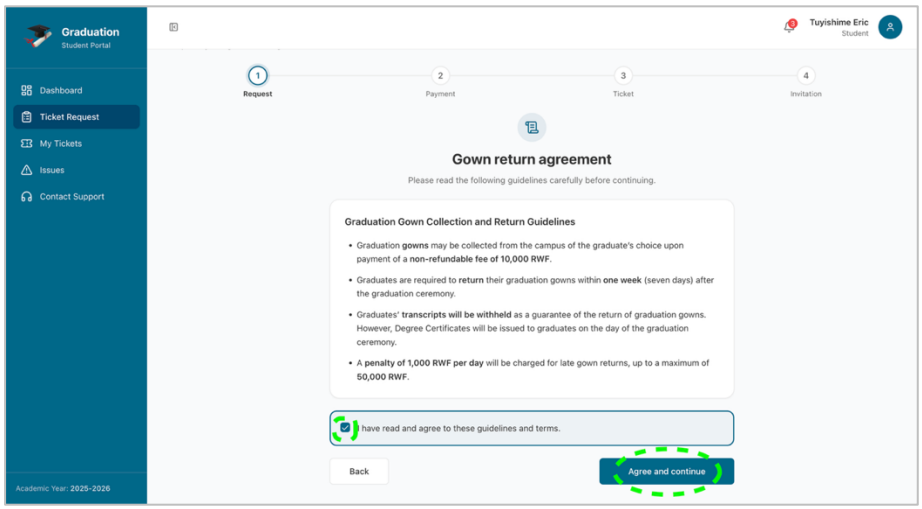


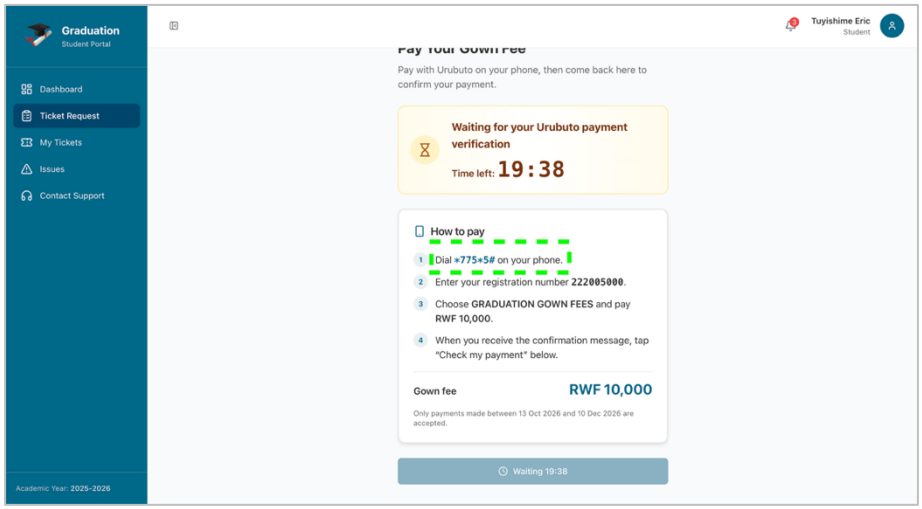


11. Pay for the gown

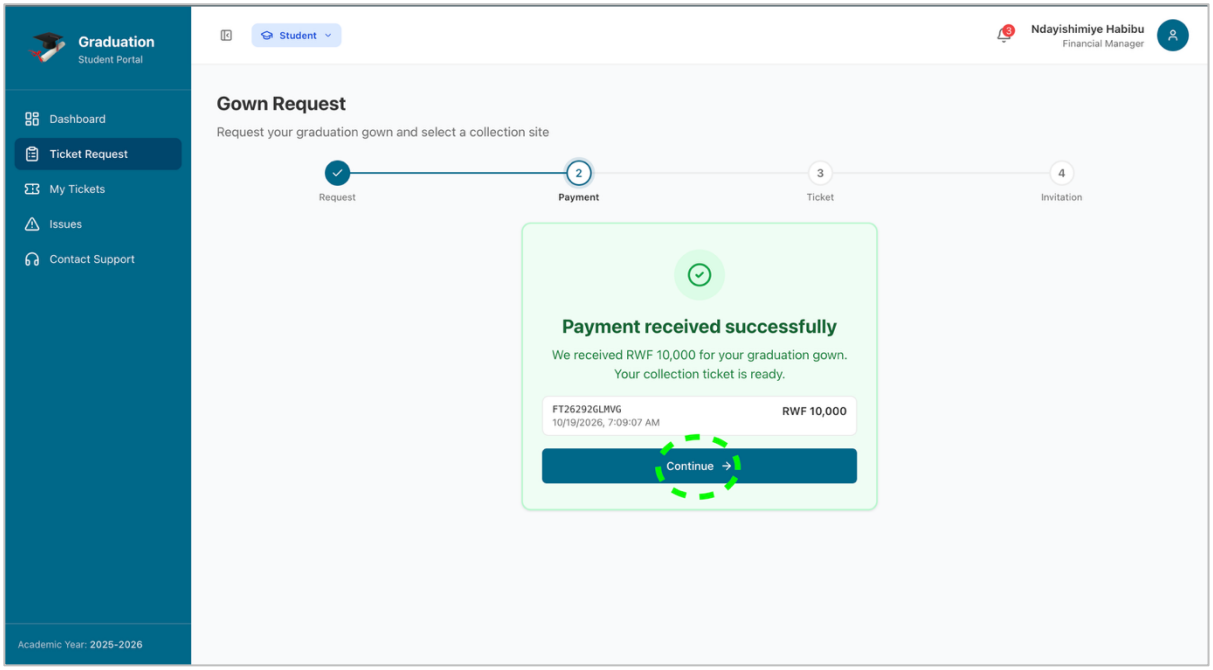
Pay the gown fee using mobile payment:

- Dial *775*5# on your phone
- Enter your Student Registration Number
- Pay 10,000
- Wait about 20 minutes for the payment to be received from the URUBUTO system



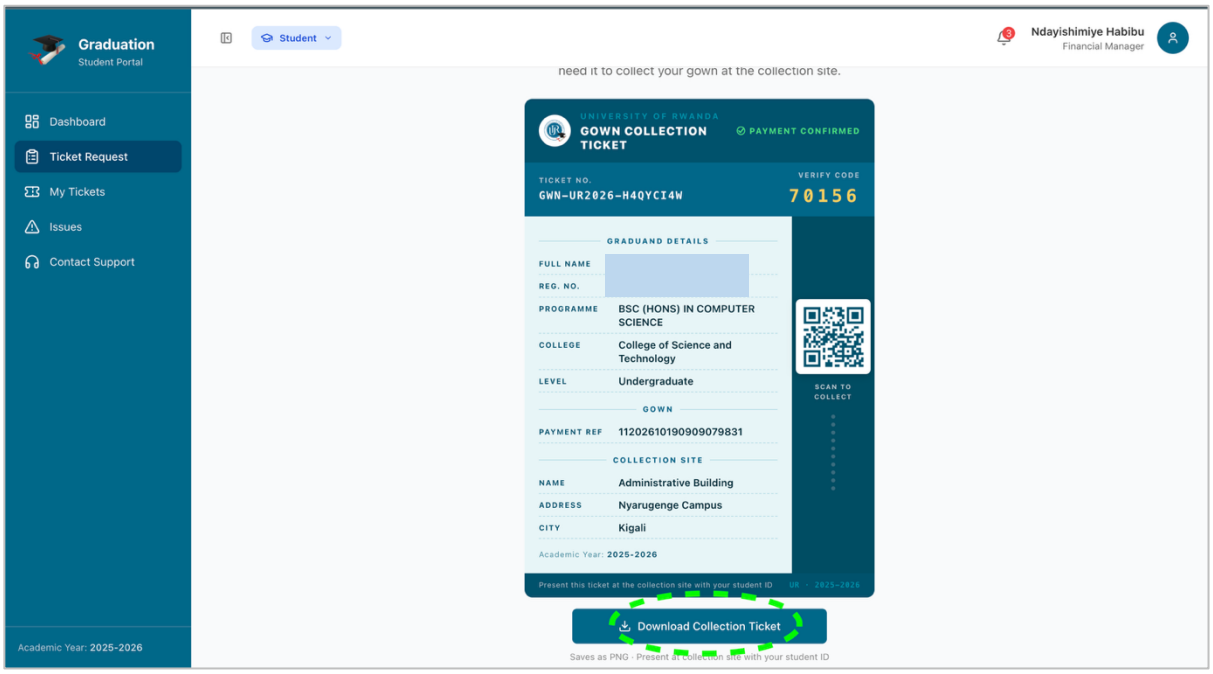


11. Pay for the gown (continued)



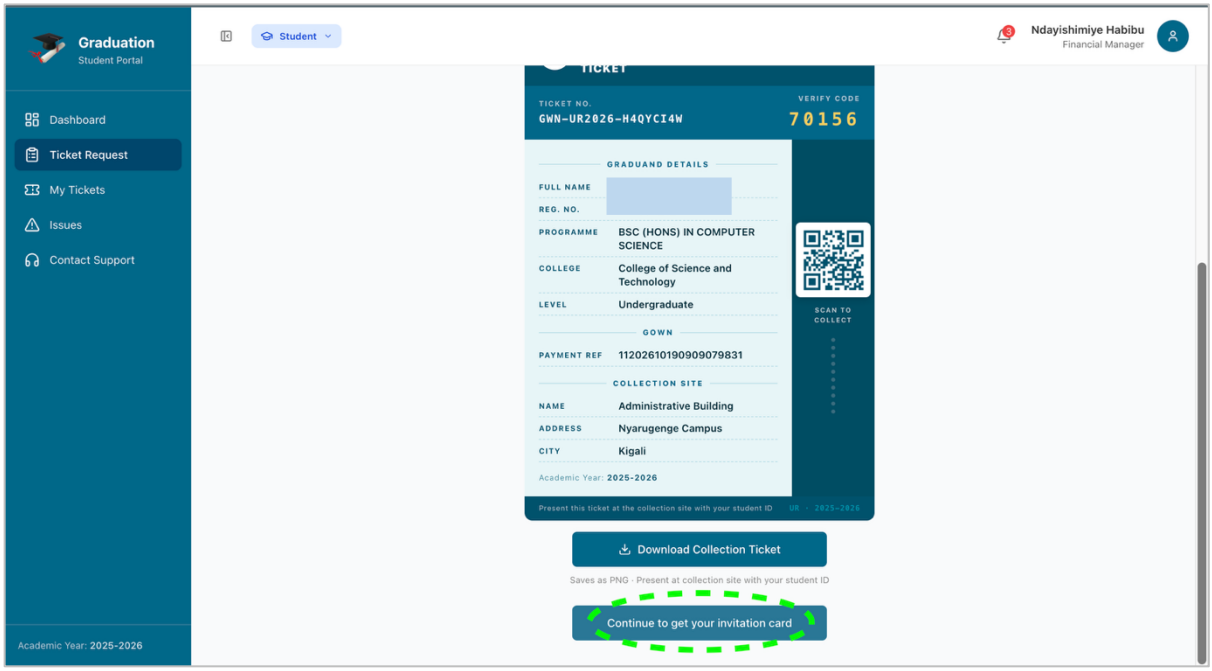
12. Download your gown collection ticket

Once payment is confirmed, click Continue and download your Gown Collection Ticket. Print it and show and submit it at the gown collection site/campus.



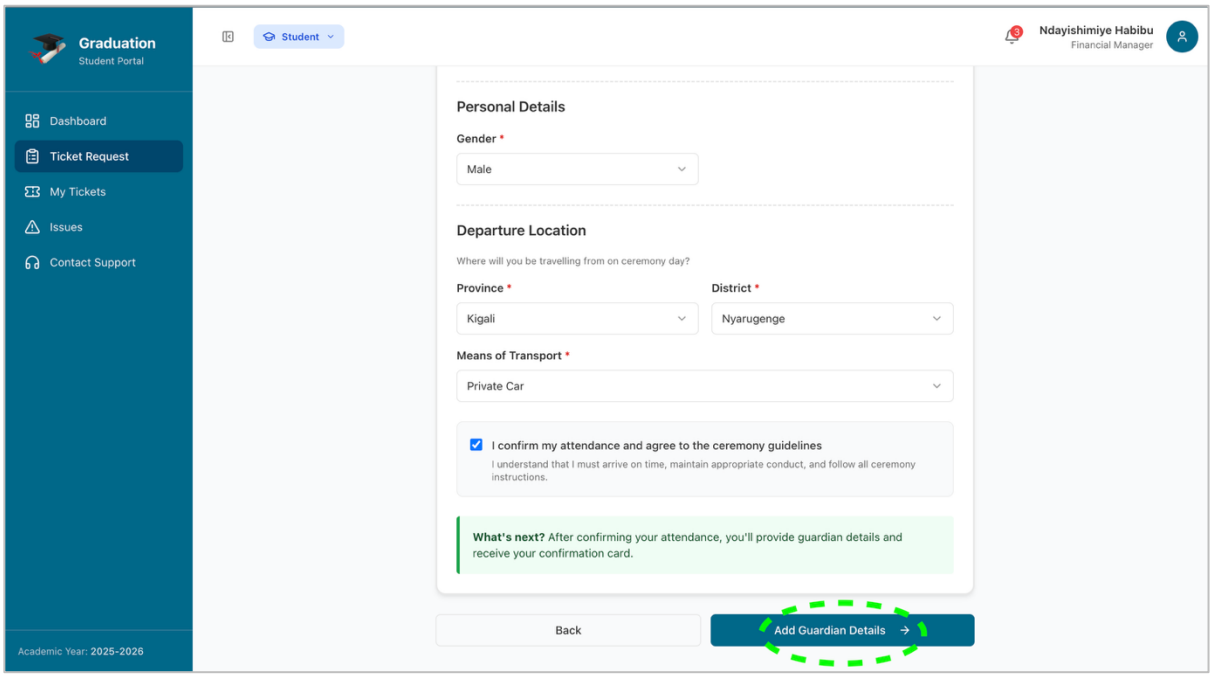
13. Continue to get your invitation letters

Click Continue to get your Invitation letters to start requesting the invitation tickets for the graduation ceremony.



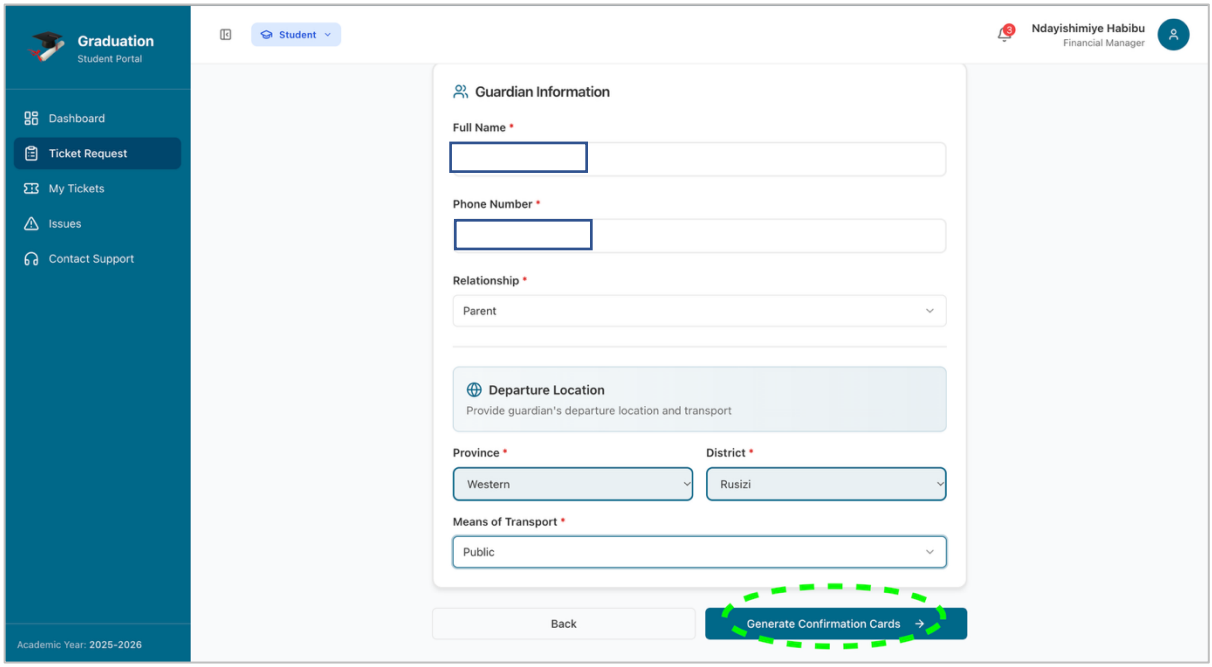
14. Fill in Personal Details Form

Complete the form with all required information. Fields marked as required must be filled in before you can "**continue to Guardian Details**".



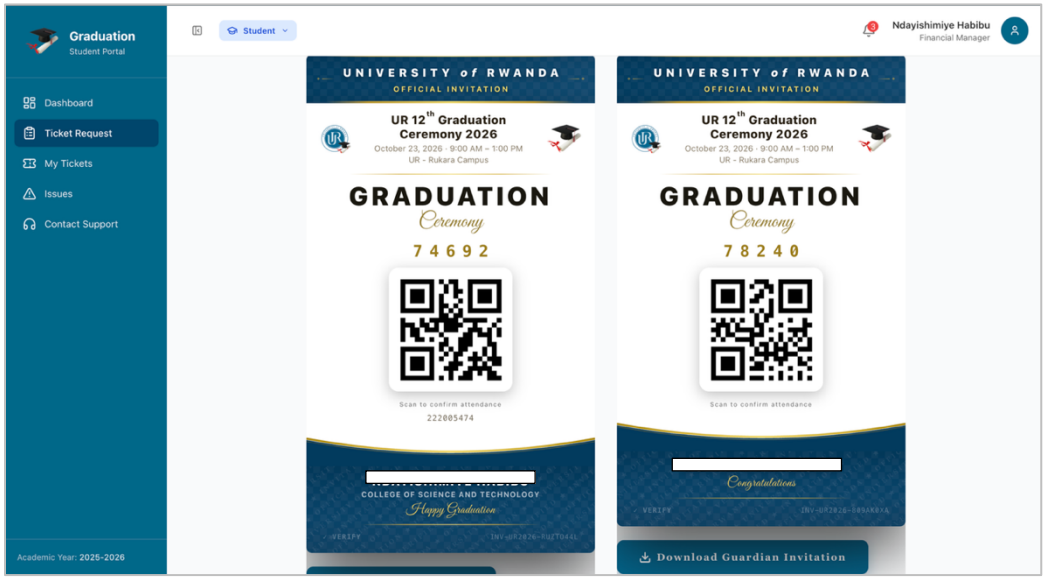
15. Provide your guardian's information

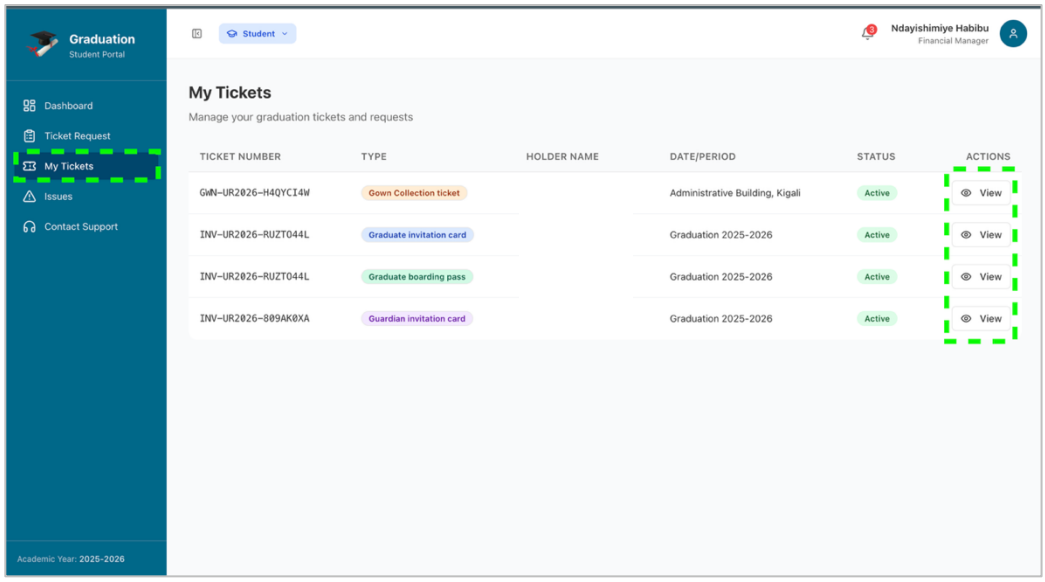
Enter the details of the one guardian (parent, brother, sister, uncle, etc.) you wish to invite to the ceremony. Check the details carefully before you click on "**Generate Confirmation Cards**".



16. View and download your tickets

View and download two tickets: your own Invitation Ticket and your Guardian's Ticket. Print them or keep them on your phone for the day of the ceremony.





Need help?

If you face any problem while using the graduation system, contact your College/School registry or the University of Rwanda graduation support team. [Add contact details here]

Remember: log in with the same email and password every time, and keep your tickets safe until the day of the ceremony.

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