



THE UNIVERSITY OF THE WEST INDIES, MONA CAMPUS

Graduation Night Photos



Dear Graduate: Congratulations on your Graduation!

This is to advise that the Public Relations Office provides the official photograph for the Graduation Ceremony each year. **Unauthorized photographers are not allowed to take photographs during the actual ceremony.** All unauthorized photographers will be removed by security officers.

For the 2009 Graduation Ceremony, the Public Relations Office will provide one (1) 5x7 and two (2) 3 ½ x 5 colour prints taken at the Graduation Ceremony
The cost is \$750.00.

The sum may be paid at selected branches of the National Commercial Bank (Voucher included in your graduation package) and presented at the One-Stop Graduation Centre, Assembly Hall between Monday, October 26 and November 4, 2009 from 9.00 a.m. to 7.00 p.m. and on Saturday October 31 from 10:00 a.m. to 5:00 p.m. **Please note that on Wednesday, November 4, the One Stop Graduation Centre will be closed at 12:00 noon.**

Outside of this period vouchers should be taken to the Public Relations Office, where graduates will be registered.

On registration, you will be issued with a special ribbon, which **MUST** be worn, on the left-hand side of your gown where it can be clearly seen by the photographer. **Only those graduates wearing clearly visible ribbons will have their photograph taken at the ceremony.**

Photos will be delivered three weeks after the graduation ceremony. They may be collected from the Public Relations Office, 4 Gibraltar Hall Road, Telephone number 977-5941 from **Monday, November 23, 2009 to Friday, January 31, 2010.** Mondays to Fridays between 9.00 a.m. and 4.00 p.m.

After that date, photographs may be collected from the photographer's studio, Spauldings Photo Service, Suite #26, Banana Board Building, 10 South Avenue, Kingston 4, Telephone number 967-3155.

Only graduates who have registered or who can produce receipts will be able to collect their photographs. Graduates who are unable to collect photographs in person, should provide a letter authorising delivery to their representative.

PLEASE REMEMBER TO WEAR YOUR RIBBON ON GRADUATION NIGHT/DAY.

Yours sincerely,
Carroll Edwards (Mrs.)
Public Relations Officer

THE UNIVERSITY OF THE WEST INDIES, MONA CAMPUS (PUBLIC RELATIONS OFFICE)
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