



  
**THE UNIVERSITY OF THE WEST INDIES, MONA CAMPUS**  
**One-Stop Graduation Centre:**  
**2019**

1.

**EXAMS**

Virtual Package sent to Graduates

2.

**Graduates pay fees**

1. Online (credit card only)
2. Any NCB Branch
3. UWI Cashier
4. One-Stop Centre (cash and cheques will not be accepted)

3.

**WELCOME AND INFORMATION DESK**

Sign Register  
First Class Honours  
Graduates submit photographs here

4.

**BURSARY**

Make payments (Debit and Credit Cards only)

5.

**EXAMS/GRADUATE STUDIES**

Collect Invitations and Parking Stickers

6.

**MEMORABILIA**

Place orders if you did not utilize online option

7.

**PLACEMENT & CAREER SERVICES**

- Complete Employment Questionnaire
- Use Job Link to register
- Leave Resume

8.

**ALUMNI DESK**

Sign up for **FREE** Membership and **FREE** Internet Time

12.

**AFTER GRADUATION**

- Present Voucher/ E-Receipt
- Present Valid ID
- Return Gown
- Collect Cheque (Authorization Letter Payee's ID is required if cheque is to be collected by bearer)

11

**GRADUATION PORTRAITS**

- Present Voucher/E-Receipt
- Take Portraits

10

**Make-up**

Stop by the make-up booth and have your make-up done

\* 9.

**STORES**

- Present Voucher/E-Receipt
- Collect Gowns

Go to One-Stop Centre at Assembly Hall

**BEFORE GRADUATION CEREMONY - THE ASSEMBLY HALL**

- **Steps 3 - 12 available:**
  - **October 22nd – October 30:** Monday – Friday: 9:00a.m. – 7:00 p.m.
  - **Saturday, October 26:** 10:00 a.m. – 5:00 p.m.
  - **Wednesday, October 30:** 9:00 a.m. – 12 noon

**AFTER GRADUATION CEREMONY - UNDERCROFT – SENATE BUILDING**

- **Step 13 available:**
  - **November 4 - 8:** 9:00a.m. – 6:00p.m. (Monday – Friday)
  - **Saturday November 9:** 10:00 a.m. – 5:00 p.m.

**\* Please retain UWI student's copy/E-Receipt for refund purposes.**