



INSTITUTE OF LOCAL GOVERNMENT STUDIES

Building Capacity for Local Governance

Tel: 233-30-2508819
233-30-2508817
Fax: 233-30-2508818
E-mail: ilgs@ilgs-edu.org
Website: www.ilgs-edu.org

P. O. Box LG 549
Legon, Accra

Our Ref: ILGS/AC/OOR/1/23

6TH CONGREGATION

JULY 22, 2023

The Institute of Local Government Studies announces for the information of graduands and the entire Institute's Community as well as the general public, its 6th Congregation on Saturday, 22nd July, 2023 at 9.30am at the Accra Campus, Ogbojo.

Graduands who completed their programme of study by 15th March, 2023 will be presented at the ceremony. Accordingly, those who wish to be presented are requested to register and pay an amount of **One Thousand Five Hundred Ghana Cedis (GHC 1,500.00)** to the Account details below, on or before **Monday, 10th July, 2023** and present the payment slip to the Institute's Finance Office at the Graduation Secretariat for a receipt as well as collect the academic gowns and other graduation items.

Account Details:

Account Name: Institute of Local Government Studies

Account Number: 0100126551604

Bank: Standard Chartered Bank, Legon Branch

This amount covers Congregation publications, hiring of academic gowns, official photographs, certificate folders, original and certified true copies of certificate and academic transcripts (two copies each), Institute's souvenirs, refreshment and administrative costs.

No registration will be accepted after the deadline. Graduands are requested to provide the following information at the Graduation Secretariat for the registration:

- Name of Graduand
- Programme of Study
- Index Number
- Contact Address
- Telephone/ Cell Phone Number
- Email Address

Those to be presented would be expected to be seated 30 MINUTES before the commencement of the ceremony in the academic attire appropriate to their programme of study.

Note: Graduands who fail to attend the ceremony will also be required to pay the same applicable graduation levy before their certificates are released to them. **Rehearsal** will be held for graduands on **Friday, 21st July, 2023** at 4.00 pm.

OFFICE OF THE REGISTRAR