

25 April 2026

Dear Graduand,

Re: FNU MAY 2026 GRADUATION CEREMONIES

Bula Vinaka and Greetings from the Fiji National University!

Wishing you heartfelt congratulations on your completion of programme.

We request you to take note of essential details regarding graduation as per the table below:

1. Graduation Venue and Time

The graduation ceremonies will be held as follows:

College	Rehearsal Date and Time	Graduation Date and Time	Venue
College of Humanities, Education and Law (CHEL)	Saturday, 9th May 2026 9.00am-10.00am	Monday, 11th May 2026 9.00am-1.00pm	FMF Gymnasium, Suva
College of Agriculture, Fisheries and Forestry (CAFF); College of Business, Hospitality and Tourism Studies (CBHTS); College of Medicine, Nursing and Health Sciences (CMNHS)	Saturday, 9th May 2026 10.30am-11.30am	Tuesday, 12th May 2026 9.00am-1.00pm	FMF Gymnasium, Suva
College of Engineering and Technical Vocational Education and Training (CETVET); National Training and Productivity Centre (NTPC) & Pacific Centre for Maritime Studies (PCMS)	Saturday, 9th May 2026 12.00pm- 1.00pm	Wednesday, 13th May 2026 9.00am- 1.00pm	FMF Gymnasium, Suva

2. Graduation Gown

To hire the graduation gown, you will need to pay the full purchase price as a deposit, as outlined below. A refund, less the hire cost will be refunded to you through your bank account after the gown has been returned: -

- a. **Hire of Graduation Gown and Pickup Details-** The graduation gowns can be hired from the **Central Division (Nasinu Campus)** as per schedule below:

Date	College	Venue	Time
04th May- 08th May, 2026	CAFF, CBHTS, CETVET, CHEL, CMNHS, NTPC, PCMS	Academic Office, Nasinu Campus	9am- 4pm
08th May, 2026	NTPC	Nasese Campus	9am- 4pm

- b. **Gown Hire Charges** – The graduation gowns can be hired at the following costs:

Programmes	Deposit	Refund	Hire Charges
PHD/Master's Degree/ Postgraduate Certificate/ Bachelor's Degree (Gown, Hood and Trencher)	\$125	\$95	\$30
Certificate/Diploma/ Advanced Diploma (Gown Only)	\$100	\$80	\$20

- c. **Payment of Gowns** – Gown payments can only be made after the gown hire form is vetted by an academic staff and a gown order is created at any of the academic Office below. Gown hire forms can be vetted at the following academic Offices during the **gown hire period** (04th – 08th May):
- i. Academic Office Nasinu
 - ii. Academic Office Namaka
 - iii. Academic Office Natabua
 - iv. Academic Office Labasa

Note: Gown collection can ONLY be done from Nasinu campus. Gown collection can also be done on 09th May 2026 (Rehearsal Day) from Academic Office Nasinu 9.00am - 4.00pm.

- d. Online payment can be made through online internet banking using the bank account details below:

Bank Name	Bank of the South Pacific
Account Name	Fiji National University
Account Number	7403683
Swift Code	BOSPFJFJ
Branch Address	Cnr of Rewa Street & Ratu Mara Rd, Samabula

P.O. Box 7222, Nasinu, Fiji | Phone: (679) 339 4000 | www.fnu.ac.fj

	Suva Fiji Islands
BSB CODE:	0069-004

Please note that bank payments may take up to three (3) working days to be processed.

- e. **Authorization to Third Party-** Graduands may authorize a third party to pay for and collect the gowns on their behalf; however, gowns will only be issued upon presentation of a signed **authority letter** from the graduand along **with a copy of a valid photo ID** of the authorized third party, and collection can be made from the Nasinu Campus.
- f. **Return of Graduation gowns** – Graduation gown must be returned to Academic Offices (Nasinu, Natabua, Namaka and Labasa) from the next working day after the graduation and within seven (7) working days of the graduation; between 9.00am and 4.00pm. If gowns are not returned within stipulated timeframe, **it will be deemed sold. The last day for gown returns is 25th May 2026.**
- g. **Refund of Deposit** – All refunds will be deposited in your **bank account upon returning the gown.**

Please ensure that following details are provided:

- i. **Duly completed hire of gown/refund form**
- ii. **Copy of Bank account Statement**
- iii. **Copy of your valid photo ID card.**
- iv. **FNU receipt of Gown Hire Payment**

Note: After the gowns are returned to the respective academic Offices, the gown hire forms must be endorsed by the academic staff receiving the gown. Once the forms are endorsed, this must be taken to any of the Finance Offices by graduands for processing refunds. Refund processing takes 14 working days. For enquiries, please contact Finance Office through Email: revenuequeries@fnu.ac.fj

- 3. **Graduation Ceremony Guest Passes** –Each graduate will receive **two (2) guest tickets**, which must be presented for entry into the graduation venue. Please note that children under the age of 12 years will not be permitted entry. Each guest must have a valid pass to gain entry.
- 4. **Sale of Extra Tickets** – Due to the venue capacity, there is a limited number of extra tickets and will be provided on a first come, first served basis. Extra tickets are restricted to **1 ticket per graduand** and may be purchased at a cost of \$5 during gown collection. **Please ask the Academic Officer serving you to confirm availability of tickets before purchasing.**



5. **Graduation Rehearsal** – It is **mandatory** for ALL GRADUANDS to attend the graduation rehearsal.
6. **Assembling for Graduation Procession** – All graduands are to be present at their graduation venue for marshalling as per the following times: **You are required to carry with you a valid photo ID.**

College	Date	Reporting Time
CHEL	Monday, 11 th May	7.30am
CAFF, CBHTS, CMNHS	Tuesday, 12 th May	7.30am
CETVET, PCMS & NTPC	Wednesday, 13 th May	7.30am

7. **Seat allocation** – Graduands are required to sit only in their allocated seats. Marshals will be available to guide you to the correct seating area. All graduands and guests must be seated at least 30 minutes before the ceremony begins and remain in their designated seats until the programme concludes. **Graduands are also advised to carry minimal personal belongings, as the University will not be liable for any lost or misplaced items.**
8. **Special needs** – Graduands who require special seating arrangement due to a special needs should email Ms. Komal Vinit, Graduation Administrator on vinit.komal@fnu.ac.fj so that appropriate seating arrangements and assistance can be provided. This is also applicable to female graduands who are expecting as well.
9. **Graduation Refreshment** – All graduands will be provided with refreshments following the closing of the graduation ceremony. Please ensure that refreshments passes are presented.
10. **Certificate Collection** –Certificates will be given at the graduation venue after you receive your graduation folder from the presenter in the front. Graduands must sign in the signature listings upon receiving their certificates and return to their seats.
11. **Photo wall** – A photo wall will be located outside the graduation venue for graduands and their families to utilize at the end of the graduation session. Graduands are reminded not to overcrowd the corridors at the venue.
12. **Movement during Graduation ceremony-** Graduands are kindly requested to remain seated throughout the entire graduation ceremony. If, for any reason, you need to move during the proceedings, please inform your College Marshal so they can assist you accordingly. **Please note that no graduand will be permitted to leave the venue until the ceremony has officially concluded.** Your cooperation helps ensure the event runs smoothly and respectfully



for everyone.

13. **Photography** – Photographers from Picture Perfect Studio will be taking graduation photos during the ceremony. Photos will be displayed in their Victoria Parade premises on the same day. **Personal cameras and/or personal photographers will not be allowed in front of the main stage and the ceremony area.**
14. **Drinking Water**- Graduands are encouraged to carry their own bottled water during the graduation. The water dispensers will be available at the Gymnasium.

Special Notice

- i. **Academic Dress (Gown)** – All graduands must be in their Academic Dress (Gown) for the graduation ceremony.
- ii. **Valid Photo ID** – All graduands must carry with them a valid photo ID to be able to receive their certificates on the day of the ceremony.
- iii. **National Anthem and FNU Song** – All graduands and guests are requested to sing the National Anthem and
- iv. FNU Song. The FNU song will be available in the graduation e-booklets and/or displayed on screens on graduation day.
- v. Graduation e-booklets can be accessed from FNU graduation page via the following URL: <https://www.fnu.ac.fj/student/academic-services/graduation/>
- vi. All graduation ceremonies will be live streamed via the Fiji National University Facebook page and will be accessible via the URL provided below:
([Fiji National University](#)).
- vii. **Mobile Phones** – All graduands must put their mobile phones in silent mode until the formal ceremony is over.
- viii. **Graduation Conduct and Behavior Guidelines** - Graduands are required to adhere to all Fiji National University (FNU) policies, ceremony guidelines, and instructions issued by staff and marshals. Professional and respectful conduct must be maintained throughout the graduation ceremony, including during the collection of certificates and transcripts. Courteous behavior toward staff, officials, guests, and fellow graduates is mandatory. **Any form of misconduct or disruption may result in disciplinary action under FNU's Student Regulations.**



I take this opportunity to wish you all the best for your future endeavors and look forward to celebrating your achievement with you.

Yours faithfully



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Mr. Shalmendra Chand
Acting Registrar
Fiji National University

