

## APPLICATION FOR GRADUATION

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This is to inform all Diploma students who will be graduating on **Friday 20<sup>th</sup> August 2021** that the process will be carried out in accordance with the Graduation Policy which is already uploaded [here](#). All the potential graduands should therefore:

1. **Confirm their University records (Name and order as they appear in the completion certificate) and close on all accounts matters with effect from Tuesday 6<sup>th</sup> July 2021 to Friday 6<sup>th</sup> August 2021.**
2. **Apply** for graduation **online** by completing the Graduation Application form in the **Students' Academic Module** and **pay the appropriate convocation fee of KSH 4,100** (mandatory payment for all graduates present or absent).
3. Applications should be done after the confirmation of records and payments of fees balances with effect from **Tuesday 6<sup>th</sup> July 2021**. The deadline will be **Friday 6<sup>th</sup> August 2021** *Strictly observe the dates for confirmation of records and application for graduation in order to avoid missing the 2021 graduation*

### PLEASE NOTE:

1. No appeals will be accepted after the **Friday 6<sup>th</sup> August 2021** deadline date.
2. Any application for graduation from the previous year is not valid and hence a fresh application must be submitted for 2021 graduation.
3. **Kindly note that you should collect the completion certificate from Monday 20<sup>th</sup> September 2021 to Friday 19<sup>th</sup> December 2021.** Any pick up after that attracts a penalty of KSH 200 each working day (Mon-Fri).

**Mr. Stephen Ng'ang'a**  
**UNIVERSITY REGISTRAR**