



**APPLICATION FOR GRADUATION/INTENTION TO GRADUATE**

**INSTRUCTIONS**

- 1) Confirm that all marks entered in the AMS are correct and all required units are complete.
- 2) All fees should be cleared at least one month before graduation.
- 3) Students with fee balance will not be qualified for graduation and their names will not appear in the graduation programme.
- 4) A convocation fee should be paid before filing an Application for Graduation:

PhD	Ksh. 15,000
Masters	Ksh. 8,100 (SBS has an extra charge that will be communicated)
Post Graduate Diploma	Ksh. 8,100
Undergraduate	Ksh. 7,700
Diploma	Ksh. 5,500

- 5) A student who has not satisfied all the requirements for graduation will not be awarded the corresponding diploma/conferred with the corresponding degree.
- 6) Once the diploma is awarded/degree is conferred during the graduation ceremony, no changes will be made.
- 7) Only those students who have filed an Application for Graduation by the stipulated time will be included in the graduation list.

Please print your name exactly as it will appear on your certificate and on the Graduation Programme.

NAME: \_\_\_\_\_ Student Number: \_\_\_\_\_

FULL TITLE OF Dip/Degree/Masters/PhD: \_\_\_\_\_

1<sup>st</sup> Major (if any) \_\_\_\_\_

2<sup>nd</sup> Major (if any) \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you intend to attend the graduation ceremony? Yes \_\_\_\_\_ No \_\_\_\_\_

If NO, please state the reason \_\_\_\_\_

I testify that I have satisfied all the requirements for graduation and I agree that if proven otherwise, Strathmore University will not grant my diploma/degree. I also understand that once my diploma is awarded/degree conferred, no changes will be made.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_