



**OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)**  
**APPLICATION FOR GRADUATION**

*(To be filled in **Quadruplicate** - original to the **Registrar (Academic Affairs)**, 1<sup>st</sup> copy to **Dean of School**, 2<sup>nd</sup> copy to **Student Finance** and 3<sup>rd</sup> copy to be retained by **the applicant**)*

**SECTION A: (Caution to all Applicants)**

Please note that the following irregularities are prohibited and will lead to disqualification and further disciplinary action against the applicants involved:-

- i) Claiming for marks in a unit or units not validly registered in the Semester they were taken.
- ii) Applying for graduation when one had not completed their studies by the Semester and Academic Year stipulated.
- iii) Applying for graduation when one is either on suspension or has been discontinued.
- iv) Giving false information in this graduation application form.

**SECTION B: STUDENT PARTICULARS (in block letters)**

i) Name \_\_\_\_\_

ii) REG NO. \_\_\_\_\_ MOBILE No \_\_\_\_\_

iii) Degree/Diploma/Certificate Programme (and option/specialization where applicable)

\_\_\_\_\_

iv) Semester/Session \_\_\_\_\_ and Academic Year \_\_\_\_\_ of completion

v) Order in which name should be printed on the Certificate:-

\_\_\_\_\_

**SECTION C: (Personal Declaration by Applicant)**

*I declare that the information given in this form is true and correct, and that I have read and fully understood the irregularities and penalties contained in Section A above before submitting this application.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION D: DEAN OF SCHOOL (tick as appropriate)**

i) Student has pending disciplinary cases YES  NO

- ii) Minimum number of units required to graduate \_\_\_\_\_
- iii) Total number of units completed \_\_\_\_\_
- iv) Semester / Session and Academic Year of completion \_\_\_\_\_

Recommended  Not Recommended

- v) Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_
- vi) School Stamp \_\_\_\_\_

**SECTION E: CHIEF FINANCE OFFICER (tick as appropriate)**

- i) Total Programme Fees \_\_\_\_\_
- ii) Total Fees paid \_\_\_\_\_
- iii) Graduation Fees Paid \_\_\_\_\_
- iv) Total Balance Outstanding \_\_\_\_\_

Cleared for graduation  Not Cleared for graduation

- v) Chief Finance's Signature \_\_\_\_\_ Date \_\_\_\_\_
- vi) Stamp \_\_\_\_\_

**SECTION F: REGISTRAR (AA) (tick as appropriate)**

- i) To be included in the graduation list:

Approved  Not Approved

- ii) Reasons for Disapproval \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- iii) Registrar (AA) Signature \_\_\_\_\_ Date \_\_\_\_\_
- iv) Stamp \_\_\_\_\_