



P.O. BOX 90-90128,
MTITO ANDEI

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TEL: 0790-444 000
: 0791-444 000

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

INTERNAL MEMO

FROM: REGISTRAR AA

DATE: 17TH JULY, 2024

TO: ALL STUDENTS

REF: LU/RAA/JULY/025/2024

SUBJECT: APPLICATION FOR GRADUATION – NOVEMBER 2024

The above subject refers;

The office of the Registrar Academic brings to your attention the following;

1. The 5th graduation ceremony is scheduled on **8th November, 2024**.
2. Your intent for graduation should be done online via the student's portal through the following steps;
 - Log into your student portal
 - Click on **academics information**
 - Then click on **graduation application**
 - Fill the details required **carefully** then click on submit.
3. The deadline for application of graduation is **30th August, 2024**
4. The deadline for clearance for graduation is **30th September, 2024**
5. Application is a **must** for those who wish to graduate.
6. The ceremony will be conducted physically at the main campus, Mtito Andei.
7. Only students **without fee balances** will appear in the final graduation list. Note also that graduation fee is as follows;
 - Master's Degree Level Ksh.6500
 - Undergraduate Degree Level Ksh.5500
 - Diploma Level Ksh.4500
 - Certificate and Artisan Level Ksh.3500
8. All applicants to ensure they have covered all units as per the requirements of the respective programmes.

Thank you,

Ms. Clementine Mufua

Registrar (Academic Affairs)

Copy to:

Vice Chancellor – to note on file

DVC (Academic & Student Affairs)

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