



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

NOTICE FOR 4TH GRADUATION CELEBRATION CEREMONY

Machakos University hereby announces the 4th Graduation Ceremony to be held on **Friday 8th November 2019 at 8.00 a.m.** at the **Graduation Square, Main Campus, Machakos**. All candidates who have qualified for the award of various Certificates, Diplomas and conferment of Degrees during the 2018/2019 and earlier academic years are invited to attend.

EXAMINATION RESULTS

The results of **Examinations taken in the 2018/2019 Academic Year** are available from the offices of the respective Deans of Schools and University students' portal. Students who failed on some of the units are requested to apply for Supplementary Examination that will be administered between 22nd July and 2nd August, 2019. All students who completed their Programmes in 2018/2019 Academic Year are advised to confirm inclusion of their names in the Graduation list with their respective Schools with effect from **15th September, 2019**.

APPLICATION FOR GRADUATION & CONFIRMATION OF NAMES

The list of Graduands will be available on the website **www.mksu.ac.ke**. Further, the candidate should ensure the correctness of his/her name as it should **appear on his/her certificate** in terms of order and spelling. No new names should be introduced which were not originally there during admission. Graduands are required to **apply** for the 2019 Graduation and the **application forms are available** at the University website for Graduands to download fill and submit to Registrar (ASA) before **Friday 4th October, 2019**.

CLEARANCE

Graduands are requested to collect clearance forms available at the Office of the Registrar (ASA) and clear with all the relevant Sections/Departments.

Graduands are expected to have cleared any outstanding fee balances by **Friday 4th October, 2019**. Those who will not have cleared fees by the stated date will be excluded from the Graduation list.

GRADUATION FEES, ACADEMIC DRESS & ALUMNI FEES

A mandatory non-refundable fee as stated below must be paid not later than **Friday 4th October, 2019**.

S/NO	AWARD	AMOUNT
1.	Ph.D	Kes. 7,000
2.	Masters/Postgraduate diploma	Kes. 6,000
3.	Undergraduate/Degree/Diploma/Certificate	Kes. 4,500

Payments will be made to the University Bank accounts at any branches of the banks listed below:-

S/NO	Bank Name	Account Name	Account No.
	Kenya Commercial Bank	Machakos University	1137145064
	National Bank of Kenya	Machakos University	01020078499400
	Standard Chartered Bank	Machakos University	0152016845602

COLLECTION AND RETURN OF ACADEMIC DRESS

Graduation gowns are available for collection upon presentation of the Original National Identity card. Gowns will be collected from respective schools starting from Monday 4th November, 2019 to Wednesday 6th November, 2019 and returned by Friday 22nd November, 2019. Failure to return the gown by the stated date will attract a penalty of Ksh.500 per day.

REHEARSAL

All Graduands are expected to attend the rehearsal on Thursday 7th November, 2019 at 10.00 a.m at the Main Campus in full academic attire.

INVITATION CARDS

During the collection of academic gowns, each Graduand will be given three Invitation Cards & one car sticker for their guests. Persons without Graduation Cards will not be allowed into the Graduation Square.

PUNCTUALITY

Graduands and their guests are required to be seated by 8.00 a.m. Those who will be late will not be allowed into the Graduation Square.

For further information, please contact the Registrar (Academic and Student Affairs) on: -

Telephone: 0714206730/0734684737

E-mail: registraracademic@machakosuniversity.ac.ke



DR. STEPHEN MAITU, PhD

AG. REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)