

GRADUATION REGISTRATION

*(To be completed in **DUPLICATE**: Graduand to retain **ORIGINAL** and School to retain **COPY**)
Graduand's copy to be submitted when collecting degree certificate. Ensure that this form is stamped upon return of items*

SECTION A

Graduand's degree details

Please fill in your official names as you would want them appear in the Certificate

NAME _____
(Surname) (Other names)

REG. No. _____ AWARD _____
(Registration No. as a Student) (Diploma/ Bachelors/ Masters/ PhD)

SCHOOL _____ RECEIPT No. _____
(e.g. Agriculture & Biotechnology/ Science etc.) (Graduation fees)

PROGRAMME _____
(e.g. Biochemistry/ Technology Education etc.)

SECTION B

Graduand's personal details

Accurate contact information is essential to enable us share relevant important information with you.

NATIONALITY _____ ID No _____
(e.g. Kenyan) (e.g. National ID/ Passport)

GENDER _____ PHONE No. _____
(Male/ Female) (Include country code)

POSTAL ADDRESS _____
(Print your permanent address through which documents can be sent)

_____ E-MAIL _____
(Print your contact E-mail address)

SECTION C

Issuance/ Return of Academic Regalia

The Items must be returned to the respective school where they were issued with 7 DAYS after the graduation date. Thereafter a daily penalty of Kshs 1,000 will be charged and prorated as applicable.

I certify that I have been issued with the following items

ITEM	TICK (√)
CAP	
HOOD	
GOWN	

SIGN _____
(Graduand)

DATE _____
(Issue Date)

PENALTY _____ KSH _____
(Days) (Penalty & loss Charge)

I Certify that the following items have been returned

ITEM	TICK (√)
CAP	
HOOD	
GOWN	

SIGN _____
(School Administrator & Stamp)

DATE _____
(Return Date)

RECEIPT No. _____
(Penalty & loss charges)

GRADUATION RULES & REGULATIONS

- a) All graduands should be seated by the stipulated time and remain seated until the end of the ceremony. Graduands that come late for the ceremony will be denied access.
- b) No taking of Photographs when the graduation ceremony is in progress.
- c) Graduands carrying items that are considered as weapons would not be allowed in the graduation square.
- d) Possession of intoxicating substances, being drunk and disorderly among other anti-social behavior will not be tolerated at the graduation square. Such Graduands will be removed from the graduation square.
- e) Silence and courtesy must be observed at all times during the graduation ceremony.
- f) Unnecessary movements are not allowed during graduation ceremony.
- g) Only graduands in official academic regalia will be allowed to sit in the convocation.

Verdicts:

Graduand who do not adhere to ANY of the above listed rules are liable for disciplinary action by the University.

Declaration:

I, _____,
(Surname) (Other names)

having read and understood the listed rules and regulations herein, and by appending my signature hereunder, accept to abide and face disciplinary action in the event that I go against any of them.

SIGNATURE _____ DATE _____
(Signature of Graduand) (dd/mm/yyyy)