MEMO

To : ALL 2019 GRADUANDS
From : Registrar, Academic Affairs
Date : January 13, 2020
Subject : SCHEDULE FOR CERTIFICATE COLLECTION

This is to notify you that certificates and transcripts for students who graduated in 2019 are ready for collection as follows:

1. Main Campus - Monday, 20th January 2020 to 19th April 2020
2. Nairobi Campus - Monday, 20th January 2020 to 19th April 2020
3. Mombasa Campus - Monday, 20th January 2020 to 19th April 2020

NB: This notice supersedes any other communication done in relation to collection dates.

Please note that:

(a) Any certificate not collected in the Campuses during the specified period will be collected from the Main Campus and a storage fee will be charged after 19th April 2020.

(b) Bring with you the following:
   (i) Original and copy of National ID or passport
   (ii) Final Clearance form
   (iii) Certificate and Academic Transcript releasing form

Thanking you in advance.

Prof. Peter Kihara, PhD
Registrar, Academic Affairs

cc Vice Chancellor
Deputy Vice Chancellor (ASA)
Deputy Vice Chancellor (F&A)
Registrar, APD
Campus Principals / Directors
Deputy Registrar (AA)
SAR – Academic Affairs