



**KENYA METHODIST UNIVERSITY**  
**OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS**

P.O. BOX 267-60200, MERU, Kenya

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**22<sup>nd</sup> March 2024**

**24<sup>TH</sup> GRADUATION CEREMONY NOTICE**

This is to inform all students who have qualified for conferment of degrees and award of diplomas and certificates of Kenya Methodist University during the 2024/2024 academic year that the 24<sup>th</sup> Graduation Ceremony will be held on Saturday, 19<sup>th</sup> October 2024 from 8.30 a.m. at the Graduation Square, Main Campus, Meru.

Detailed information regarding the preparations for the ceremony is as follows:

**1. Declaration of Intent to Graduate**

All prospective graduands are required to complete the intent to graduate google form available in the KeMU website at [www.kemu.ac.ke](http://www.kemu.ac.ke) as well as the intent to graduate form available in the student portal before or by Friday 7<sup>th</sup> June, 2024. The form should be filled in triplicate (3 Copies) where one copy will be deposited in your respective Department and another copy at the Registrar, Academic Affairs' office.

Prospective graduands are also required to complete the intent to graduate google form available in the student portal before or by Friday 7<sup>th</sup> June, 2024.

**2. Incomplete Records**

All prospective graduands with incomplete academic records such as research thesis, projects, attachment, clinicals, practicum, teaching practice and any other course (s) with missing marks MUST be sorted out latest before or by Friday 7<sup>th</sup> June, 2024.

**3. Fees Clearance**

All prospective graduands are advised that it is mandatory to clear their financial obligations with the University and get a copy of fee clearance statement before or by Friday 6<sup>th</sup> September, 2024. No student with a fee balance will be cleared for graduation.

**4. Graduation Fees**

A mandatory non-refundable graduation fee as stated below must be paid not later than Friday 6<sup>th</sup> September, 2024. Payments will be made to the University bank accounts at any of the branches of the banks listed below.

(i) Equity Bank, A/C No. 0140290923812

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