

KENYA METHODIST UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

MEMO

TO : ALL STUDENTS
FROM : Registrar, Academic Affairs
DATE : March 26, 2024
SUBJECT : EXAMINATION CLEARANCE: 1ST TRIMESTER 2024 – REVISED NOTICE

The above subject refers.

This is to notify you that the end of 1st Trimester 2024 Examinations runs from **Monday, 8th April to Saturday, 20th April 2024.**

Examination clearance will be done as follows:

1. Missed, special and supplementary - **Monday, 25th March 2024 to Thursday, 28th March 2024** – Download and fill in the missed, special or supplementary examination form available in the student portal for clearance.
2. End of 1st Trimester 2024 – **Tuesday, 2nd April 2024 to Friday, 5th April 2024** – Download the examination card from the student portal for clearance. Please clear early to avoid congestion towards the end of this period. You are required to clear outstanding fees with the Finance Department, print out the examination clearance card and have it signed and stamped by the Finance Department, then drop a copy at the Student Records office.

During examination, every candidate is expected to present a valid Student ID card and the Examination Clearance Card which will be validated against the printed examination attendance lists in the examination room.


Dr. Lucy Ikiara, PhD
Registrar, Academic Affairs

26 MAR 2024

cc: Vice Chancellor
Deputy Vice Chancellor (ASA)
Deputy Vice Chancellor (F&A)
Principal Nairobi Campus
Campus Directors
School Deans
CoDs
Chief Finance Officer

