

KENYA METHODIST UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

MEMO

TO : All Staff and Students
FROM : Registrar, Academic Affairs
DATE : 14th November 2024
SUBJECT : EXAMINATION CLEARANCE: 3RD TRIMESTER 2024

Reference is made to the above subject matter.

This is to notify you that the end of 3rd Trimester 2024 Examinations runs from Monday, 2nd December to Saturday, 14th December 2024.

Examination Clearance will be done as follows:

- a) Missed, Special and Supplementary Examinations- Monday 18th November to Friday, 22nd November 2024.
Download and fill in the missed, special or supplementary examination form available in the student portal for clearance.
- b) End of 3rd Trimester Examinations 2024 - Monday 18th November to 28th November 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 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 list in the examination room.



Mr. Gitonga P.N.

For: Registrar, Academic Affairs

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