



KENYA METHODIST UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

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

E-mail: academic.registrar@kemu.ac.ke

8th July 2025

25TH 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 **2024/2025** academic year that the **25th Graduation Ceremony** will be held on **Saturday, 8th November 2025** 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 form** available in the student portal and submit to their academic departments before or by **Monday 21st July, 2025.**

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 by **Friday 25th July, 2025.**

3. Fees Clearance

All prospective graduands are advised that it is **mandatory to clear their financial obligations (inclusive graduation fees)** with the University and get a copy of fee clearance statement before or by **Friday 19th September, 2025.** **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 **Wednesday 17th September, 2025.** Payments to be made through:

A. University Paybill as follows:

Paybill **300112**

Account Number: **Full admission number of student (e.g. BPH-1-3214-3/2020)**

B. University bank accounts at any of the branches of the banks listed below:

- (i) **Equity Bank, A/C No. 0140290923812**
- (ii) **Cooperative Bank, A/C No. 01129020131200**



S/No.	PROGRAMME	GRADUATION FEE
1.	PhD	KShs. 12,000
2.	Masters	KShs. 8,000
3.	Undergraduate Degree	KShs. 6,000
4.	Diploma	KShs. 6,000
5.	Certificate	Kshs. 4000

5. Confirmation of order of names

Graduands are required to verify with the office of Registrar Academic Affairs that details pertaining to the spelling and order of their names, courses, programme of study, specialization are correct as they should appear in their certificates and final transcripts by **Friday 19th September 2025**. Please note, according to the University Examination and Certification Policy **names cannot be changed after graduation**.

6. Academic Attire

Academic attire will be available for issue from **Monday, 27th October 2025 to Thursday 6th November, 2025** at your respective campus. The attire must be returned by **Monday 24th November 2025** after which a fine of **Kshs.500** applies per day.

7. Graduation booklet

Official graduation e-booklet will be available for download in KeMU website on **Saturday, 8th November 2025**.

8. Rehearsal & Commissioning Service

Graduands wishing to participate in the graduation ceremony **MUST** attend the rehearsal and the commissioning service on **Friday 7th November 2025**. Graduands should be seated at **12.00 noon**. The Academic procession will start at **1.00 pm**.

9. Graduation Ceremony

All graduands participating in **25th graduation ceremony** should be seated at the Graduation Square, Main Campus, **by 8.00 a.m.** on **Saturday, 8th November 2025**. Graduands **MUST** remain seated until the end of ceremony.



The future is here!