



# Kenya Methodist University

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## OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

### INTERNAL MEMO

**TO :** ALL STUDENTS AND STAFF  
**FROM :** Registrar, Academic Affairs  
**REF :** KeMU/RGAA/CSF/4/23  
**DATE :** 8<sup>th</sup> July 2025  
**SUBJECT :** EXAMINATION CLEARANCE: END OF YEAR 2025 & 2<sup>ND</sup> TRIMESTER 2025

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Reference is made to the above subject matter.

This is to notify you that the End of Year 2025 Examinations and End of 2<sup>nd</sup> Trimester 2025 Examinations will commence as follows;

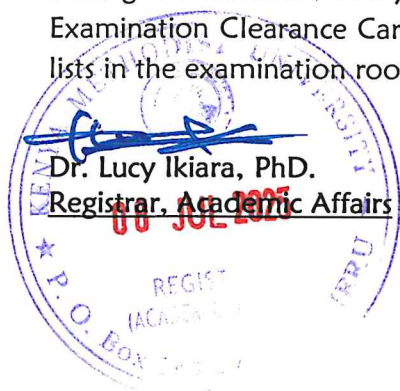
1. End of Year 2025 Examinations (SMP) from Monday, 21<sup>st</sup> July 2025 to Friday, 1<sup>st</sup> August 2025.
2. End of 2<sup>nd</sup> Trimester 2025 Examinations from Monday, 4<sup>th</sup> August 2025 to Saturday, 16<sup>th</sup> August 2025.

Examination clearance will be done as follows:

- a.) End of Year 2025 Examination (SMP) – Tuesday, 8<sup>th</sup> July 2025 to Friday, 11<sup>th</sup> July 2025 – Download the examination card from the student portal for clearance. 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.
- b.) Missed, special and supplementary – Monday, 30<sup>th</sup> June 2025 to Friday, 11<sup>th</sup> July 2025 – Download and fill in the missed, special or supplementary examination form available in the student portal for clearance.
- c.) End of 2<sup>nd</sup> Trimester 2025 Examination – Monday, 28<sup>th</sup> July 2025 to Friday, 1<sup>st</sup> August 2025 – 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



Cc Vice Chancellor  
Deputy Vice Chancellor (ASA)  
Deputy Vice Chancellor (APF)  
Principal, Nairobi Campus  
Director, Mombasa Campus

Director, TVET Institute  
Deans  
CoDs  
Chief Finance Officer

  
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