



KENYA METHODIST UNIVERSITY

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DECLARATION OF INTENT TO GRADUATE

INSTRUCTIONS:

- It is your responsibility to ensure that all academic requirements have been met for graduation.*
- Fill in Triplicate – Teaching Department Copy, Student's File Copy and Student's Copy*
- This form is only for academic clearance; therefore should be cleared by your Teaching Department before **Clearance for Graduation**.*

SECTION I: STUDENTS DETAILS (COMPULSORY FIELDS)

Full Name: Reg. No:
(Full name as appears in the KCSE certificate)

Mobile. No: E-mail:

Academic Programme:

Specialization ((where applicable):

Year of enrolment: Year of intended graduation:

DECLARATION BY THE STUDENT

- I declare that I have met all requirements to graduate from the above stated Academic Programme*
- I declare that my full name in this form matches that in the Students Portal for that how the name will appear in your academic transcripts and certificate. Report any anomalies or errors to the Students Record Office or fill change of name form.*

Student's Signature Date.....

SECTION II: TEACHING DEPARTMENT

I verify and confirm that the student has met or not met the academic requirements as indicated below:

Particulars	Credit Hours
Credits Hours Required	
Credits Hours Covered	
Credits Hours Exempted (CE)	
Credits Hours currently registered (if any)	
Total Credit Hours Covered	

INCOMPLETE/WITHDRAWALS/FAILS/NOT REGISTERED COURSES

The following Academic requirements have not been met:

S/No.	Course Code	Course Title	Status
1			
2			
3			
4			
5			
6			

Examination Officer Sign..... Date.....

Chair of Department Sign..... Date.....

NB: Any student with Incompletes (I) or Withdrawals (W) or Credit Exemptions (CE) which have not been uploaded will not be allowed to graduate