



# MACHAKOS UNIVERSITY

## OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS) GRADUATION APPLICATION FORM

### TO BE FILLED IN TRIPLICATE:

Original to be submitted to the Registrar Academic and Student Affairs, one copy to the Dean and the other to be retained by the applicant.

### SECTION A: GENERAL REGULATIONS

As you prepare to graduate, you need to clear with the University by providing the information as shown below.

- i. You should attach a copy of your KCSE CERTIFICATE. **Note that the name with which you were admitted as printed in the KCSE/Degree certificate is the same name that will be printed in your certificate.**
- ii. You should submit an affidavit to support any change of name.
- iii. You should bring a copy of this form when collecting your certificate and transcripts.

### SECTION B: STUDENT'S PARTICULARS

- i. Name \_\_\_\_\_  
Last name/Surname \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_
- ii. REG NO. \_\_\_\_\_ MOBILE No \_\_\_\_\_
- iii. Degree Programme and Option \_\_\_\_\_
- iv. Semester/Session in which the Programme was completed  
\_\_\_\_\_ Semester \_\_\_\_\_ Academic Year \_\_\_\_\_
- v. Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



**SECTION C: DEAN OF SCHOOL**

- i. The name provided is the name in;
  - a) the KCSE certificate                      YES                      NO
  - b) the Undergraduate Certificate      YES                      NO
  - c) the Masters Certificate                YES                      NO
- ii. Student has pending disciplinary cases.      YES                      NO
- ii. Minimum number of units required to graduate \_\_\_\_\_
- iii. Total number of units completed \_\_\_\_\_
- iv. Semester/Session and Academic Year of completion \_\_\_\_\_

Approved to graduate                       Not Approved to graduate

Reasons for Disapproval

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Dean's/ Director's Signature

\_\_\_\_\_  
School/Institute/Directorate Stamp

**SECTION D: FINANCE OFFICER**

- i. Total Balance Outstanding \_\_\_\_\_
- Cleared all Fees                       Fees not Cleared

\_\_\_\_\_  
Finance Officer's Signature

\_\_\_\_\_  
Official Stamp

**SECTION E: REGISTRAR (ASA)**

**(TICK AS APPROPRIATE)**

- i. To be included in the Graduation list
    - Approved                       Not Approved
  - ii. Reasons for Disapproval \_\_\_\_\_
- \_\_\_\_\_



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

