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 of School 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.

a) 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.**

b) You should submit an affidavit to support any change of name.

c) You should bring a copy of this form when collecting your certificate and transcripts.

SECTION B: STUDENT'S PARTICULARS

a) Name _____ _____ _____
Last name/Surname First Name Middle Name

b) Reg No._____ Mobile No. _____

c) Degree Programme and Option_____

d) Semester/Session in which the Programme was completed

_____ _____
Semester/Session Academic Year

e) Student's Signature_____ Date_____

SECTION C: DEAN OF SCHOOL

a) The name provided is the name in;

i) the KCSE certificate YES ☐ NO ☐

ii) the Undergraduate Certificate YES ☐ NO ☐

iii) the Masters Certificate YES ☐ NO ☐

b) Student has pending disciplinary case (s) YES ☐ NO ☐

c) Minimum number of units required to graduate_____

d) Total number of units completed _____

e) 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

Total Balance Outstanding_____

☐ Cleared all Fees ☐ Fees not Cleared

_____ _____

Signature Official Stamp

SECTION E: REGISTRAR (ASA)

(TICK AS APPROPRIATE)

a) To be included in the Graduation list

☐ Approved ☐ Not Approved

b) Reasons for Disapproval_____

_____

_____ _____ _____

Signature Date Official Stamp