



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

GRADUATION APPLICATION FORM

TO BE FILLED IN TRIPLICATE:-Copy to Dean and other to be retained by the applicant; Original to the Registrar (Academic and Student Affairs).

SECTION A: GENERAL REGULATIONS

Please note that the following irregularities are prohibited and will lead to disqualification and further disciplinary action against the applicants involved.

- i. You should not claim for marks in a unit or units not validly registered.
- ii. You should not apply for graduation when on suspension or awaiting for determination of a disciplinary procedure.
- iii. You are not eligible to apply for graduation when you have not sat for supplementary examinations.
- iv. You should attach a copy of your KCSE CERTIFICATE. **Note that the name with which you were admitted as printed in the KCSE certificate is the same name that will be printed in your degree certificate.** Any alterations are prohibited.
- v. You should bring a copy of this form when collecting your certificate and transcripts

SECTION B: STUDENT PARTICULARS

- i. Name _____
Last Name 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 Signature _____ Date _____



