



# MACHAKOS UNIVERSITY

## OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

### GRADUATION APPLICATION FORM

#### 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 \_\_\_\_\_



**SECTION C: DEAN OF SCHOOL**

- i. The name provided is the name in the KCSE certificate YES NO
- ii. Student has pending disciplinary cases. YES NO
- ii. Minimum number of Credit Factors required to graduate \_\_\_\_\_
- iii. Total number of Credit Factors completed \_\_\_\_\_
- iv. Semester/Session and Academic Year of completion \_\_\_\_\_

Approved to graduate  Not Approved to graduate

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

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

**SECTION D: FINANCE OFFICER**

- i. Total Programme Fees \_\_\_\_\_
- ii. Total Fees Paid \_\_\_\_\_
- iii. Total Balance Outstanding \_\_\_\_\_

Cleared for graduation  Not Cleared for graduation

\_\_\_\_\_  
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

