

**MACHAKOS UNIVERSITY**

**OFFICE OF THE REGISTRAR**

**(ACADEMIC AND STUDENT AFFAIRS)**

**HIRE OF ACADEMIC DRESS FORM**

***(To be completed in duplicate: Copy for School & Graduand)***

**Part I**

Name…………………………………………………………………………………

 (First Name) (Middle Name) (Last name/Surname)

Registration Number………………………………………………………………...

School……………………………………Course……………………………….......

Address………………………..Postal Code……………Town/City………………..

Mobile Number……………………………..e-mail………………………………...

I hereby confirm that I have collected from the School of………………………….

the following items in good condition: ***(Tick as appropriate for items collected)***

|  |
| --- |
|  |

1. Gown

|  |
| --- |
|  |

1. Hood

|  |
| --- |
|  |

1. Cap

Sign………….…………………………………Date………………………………..

 ***(Graduand)***

Sign………….…………………………………Date………………………………..

***(Issuing Officer)***

**Part II**

**Return of graduation attire**

I hereby confirm that the following items have been returned in good condition to the School of…………………………………….***(Tick as appropriate for items returned)***

|  |
| --- |
|  |

1. Gown

|  |
| --- |
|  |

1. Hood

|  |
| --- |
|  |

1. Cap

Name…………………………………………Sign………….……Date……………

 ***(Graduand)***

Name…………………………………………Sign………….……Date……………

***(Receiving Officer)***

Remarks…………..………………………………………………………………….……………………………………………………………………………………….……………………………………………………………………………………….……………………………………………………………………………………….……………………………………………………………………………………….……………………………………………………………………………………….……………………………………………………………………………………….……………………………………………………………………………………….……………………………………………………………………………………….

***(Brief remarks on nature of damages or poor conditions of returned items if any. Students who did not collect the academic attire to be noted here)***