



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

GRADUATION APPLICATION FORM

SECTION A: INTRODUCTION

Machakos University Management, Senate and staff congratulate the 2019/2020 Academic Year students for successfully undertaking their university studies. In order to participate in the graduation ceremony, each student is required to complete this form and submit it to the office of the Registrar (ASA). A copy of the same should be retained by the student.

SECTION B: STUDENT PARTICULARS *(in block letters)*

- i. Name _____
(as it should appear on the Certificate)
- ii. REG NO. _____ MOBILE No _____
- iii. 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
 - iii. Minimum number of Units required to graduate _____
 - iv. Total Number of Units Completed _____
 - v. Semester / Session and Academic Year of completion _____
- Approved to graduate
 Not Approved to graduate

Dean's/ Director's Signature

School/Directorate Stamp and date



SECTION D: CHIEF FINANCE OFFICER

- i. Total Programme Fees _____
- ii. Total Fees paid _____
- iii. Graduation Fees Paid _____
- iv. Total Balance Outstanding _____

Cleared for graduation

Not Cleared for graduation

Chief Finance Officer`s Signature

Official Stamp & Date

SECTION E: REGISTRAR (ASA)

(TICK AS APPROPRIATE)

- i. To be included in the graduation list:

Approved

Not Approved

- ii. Reasons for

Disapproval _____

Registrar (ASA) Signature

Stamp & Date

NOTE:

1. Kindly 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 certificate.** Any alterations are prohibited unless recommended by a sworn affidavit.
2. Kindly bring a copy of this form when collecting your certificate and transcripts

