



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

NOTICE FOR 5TH GRADUATION CELEBRATION CEREMONY

Machakos University hereby announces the 5th Graduation Ceremony to be held virtually on **Friday 23rd April, 2021 at 8.00 a.m.** All candidates who have qualified for the award of various Certificates, Diplomas and conferment of Degrees during the 2019/2020 and earlier academic years are invited to participate in the ceremony virtually.

EXAMINATION RESULTS

The results of **Examinations taken in the 2019/2020 Academic Year** are available from the offices of the respective Deans of Schools and University students' portal. All students who completed their Programmes in 2019/2020 Academic Year are advised to confirm inclusion of their names in the Graduation list with their respective Schools.

APPLICATION FOR GRADUATION & CONFIRMATION OF NAMES

The list of Graduands is available on the website www.mksu.ac.ke. Further, the candidate should ensure the correctness of his/her name as it should appear on his/her certificate in terms of order and spelling. The names should be as they appear in the KCSE certificate. No new names should be introduced which were not originally there during admission. Graduands are required to visit the University website and download the graduation form **MksU/REG.002**. The completed form should be submitted to the Office of the Registrar-ASA before **Friday 5th March, 2021**.

CLEARANCE

Graduands are requested to apply for clearance through the students' portals before **Friday 5th March, 2021**. Upon approval of the clearance process, the student should download and print the certificate of clearance and submit the same to the Office of the Registrar-ASA.

Graduands are expected to have cleared any outstanding balances by **Friday 5th March, 2021**. Those who will not have cleared the balances by the stated date will be excluded from the Graduation list.

GRADUATION & ALUMNI FEES

A mandatory non-refundable fee as stated below must be paid not later than **Friday 5th March, 2021**.

S/NO	AWARD	AMOUNT
1.	Ph.D	Kes. 7,000
2.	Masters/Postgraduate diploma	Kes. 6,000
3.	Bachelors/Diploma/Certificate	Kes. 4,500



Payments should be made to the University bank accounts at any branches of the banks listed below:-

S/NO	Bank Name	Account Name	Account No.
1	Kenya Commercial Bank	Machakos University	1137145064
2	National Bank of Kenya	Machakos University	01020078499400
3	Equity Bank	Machakos University	0600278674858

COLLECTION AND RETURN OF ACADEMIC DRESS

Graduation attire will be available for collection upon presentation of the Original National Identity card. The graduation attire will be collected from respective schools starting from **Monday 19th April, 2021** to **Wednesday 21st April, 2021** and returned by **Friday 7th May, 2021**. Failure to return the graduation attire by the stated date will attract a penalty of **Ksh.500 per day**.

NB: Each graduand will be required to take a photo either during graduation application time or collection of the graduation attire. The ICT team will be available to assist in the taking of the photos.

REHEARSAL

All Graduands are expected to participate in the graduation rehearsal virtually on **Thursday 22nd April, 2021** at **10.00 a.m.** The links to join the graduation rehearsal and ceremony shall be communicated in due course.

POST GRADUATE STUDENTS

PhD and Masters graduands are required to attend the graduation rehearsal physically.


ATTENDANCE

Streaming of the graduation events will start at 8.00 am. All graduands are required to be available by 8.00 a.m. to participate in the virtual graduation.

For further information, please contact the Registrar (Academic and Student Affairs) on: -

Telephone:0734684737

E-mail: registrar-asa@mksu.ac.ke


for

PROF. EZRA OKEMWA, Ph.D
REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

