



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

GRADUATION APPLICATION FORM

SECTION A: INTRODUCTION

Machakos University Management, Senate and staff congratulate the 2022/2023 Academic Year students for successfully undertaking their university studies. In order to participate in the graduation ceremony, each student is required to fill this form, get clearance from the School and Finance Department, scan and submit it online to the office of the Registrar (ASA) for final approval through this link: <https://forms.gle/CRPf3EJAYkaFe7yW8> The Original form should be submitted physically to the respective school and a copy retained by the student.

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

- i. Name _____
(as it appears on the KCSE 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 (Scan and submit through the provided link for approval)

(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. Graduands are further advised to initiate on-line clearance through their student portal and print the clearance certificate after the final clearance by the Finance Department. The clearance certificate, gown collection/return form and National Identification Card should be produced when collecting academic certificate and transcripts.