



MACHAKOS UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

NOTICE

FROM: REGISTRAR (ASA)

REF: MksU/REG-ASA/OC/VOL 1

TO: 10TH GRADUATION GRADUATES

DATE: 16TH DECEMBER, 2025

SUBJECT: COLLECTION OF ACADEMIC CERTIFICATES & TRANSCRIPTS

This is to inform the graduates of the 10th Graduation ceremony of Machakos University held on 7th November, 2025 that the Office of the Registrar-ASA will start issuance of academic certificates & transcripts on Thursday, 18th December, 2025. The office will issue certificates to **School of Education graduates only** on 18th December, 2025. The subsequent issuance schedule for all other schools shall be communicated in due course.

Please bring with you copies of the clearance certificate (generate from portal), gown clearance form and original National Identification Card.



PATRICK OKEMBA

AG. REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

Cc.

- | | |
|---------------------------------|---------------------------------|
| 1. Vice Chancellor | 7. Deans of Schools |
| 2. Deputy Vice Chancellor (ASA) | 8. CODs |
| 3. Deputy Vice Chancellor (APF) | 9. ICT Directorate |
| 4. Deputy Vice Chancellor (RIL) | 10. Director, Security Services |
| 5. Chief Finance Officer | 11. SAMU Leaders |
| 6. Dean of Students | |

