



KAIMOSI FRIENDS UNIVERSITY COLLEGE

(A Constituent College of Masinde Muliro University of Science and Technology)

Office of the Registrar (Academic Affairs)

MEMO

From: Senior Assistant Registrar (A&SA)

Date: 27th November, 2020

TO: All Students

REF: KAF/COR:501024/VOL.1 (74)

RE: GRADUATION REQUIREMENTS AND PROCEDURES

This is to inform all students and the general public that that the 15th graduation Ceremony for candidates who qualified for conferment of various degrees and award of diplomas and certificates has been scheduled to take place virtually (except for Doctoral students) on Friday 18th December, 2020 at MMUST Graduation Square.

Graduands should take note of the following:

1. Clearance of Fees and Confirmation of Graduation Status

Only graduands who will have paid all fees and presented their clearance forms to finance department by Thursday, 3rd December 2020 will be cleared to graduate. Graduands should confirm their graduation status and order of names at their respective schools by filling graduation application form available at their respective schools by Thursday, 3rd November 2020.

2. Graduation fees

Graduation fees for the various categories of students which must be paid on or before Thursday, 3rd December, 2020 is indicated below:

SNo.	Category	Fees	Academic Regalia	Alumni Fees	Total
	Bachelors	4,500	1,000	1,000	6,500
	Diploma	3,500	500	1,000	5,000
	Certificate	2,500	500	1,000	4,000

3. Bank Account.

Fees should be paid into the following bank account:

Account Name	Account No.	Bank	Branch
KAFUCO	0 960 271 081 548	Equity	Mbale

4. Collection of Academic Regalia

Graduands may collect academic regalia for personal use during graduation from their respective schools at KAFUCO between Monday, 7th and Friday 12th December, 2020. These should be

returned latest Friday 8th January 2021. Delay in returning the academic regalia shall attract a penalty of Ksh. 500 per day after 8th January 2021

5. Rehearsal

Rehearsal shall take place at the MMUST Graduation Square – Kakamega on Thursday 17th December 2020 beginning 12.00 noon. Only Doctoral graduands will be allowed to participate in the face to face rehearsal and graduation.

6. Invitation Cards.

Two (2) invitation cards shall be issued to each graduand. Cards shall be collected from the Deans of Schools as from Monday 7th December 2020.

7. Collection of Certificates

Graduates should collect their certificates every Wednesday of the week with effect from 15th February 2021.

Please note that certificates must be collected in person as from 9.00 am to 3.00 pm. The University does not replace lost certificates. Certificates stored for a period of more than one (1) year shall attract a charge of Ksh. 1,000 (One thousand only) per year.

8. Inquiries.

For inquiries, please contact the office of the Registrar (Academic Affairs) on Tel. 0773 040 235 Additional general information is also available on the MMUST website www.mmust.ac.ke



Dr. S. W. Munda
Senior Assistant Registrar (A&SA)

CC.

1. Principal
2. Deputy Principals
3. Ag. Finance Officer
4. Ag. Deputy Registrar (HR & Admin)
5. University College Librarian
6. Dean o Students
7. Deans of Schools
8. Directors
9. Chairmen Of Departments
10. Heads of Departments
11. Students Notice Boards