



# KOITALEEL SAMOEI UNIVERSITY COLLEGE

(A Constituent College of the University of Nairobi)

ACADEMIC REGISTRAR'S OFFICE

INTERNAL MEMO

**FROM:** Deputy Registrar Academic

**Date:** September 10, 2024

**TO:** The 2020/2021 Cohort

**Ref:** KSUC/AC/1/514 Vol. II

## RE: COLLECTION OF GRADUATION GOWNS

The 71<sup>st</sup> University of Nairobi graduation will be held on **Friday September 20, 2024**.

We have made arrangements for a centralized issuance of graduation gowns to all KSUC students at the 8:4:4 building University of Nairobi Main Campus as from **17/09/2024** to **18/09/2024** between **09:00 am** to **4:00 pm**.

Please note the following;

- i. All graduands to carry along a duly filled Hire of Academic Dress Form.
- ii. Rehearsal is compulsory on Thursday September 19, 2024

Kindly contact Administrative Assistant, School of Education, Ms. Celestine Wanyonyi on 0708 663 551, Administrative Assistant School of Business, Ms Pasilizah Jepleting on 0723492419 on collection of gowns and adhere to guidelines on graduand clearance

Further details will be communicated as you pick the gown.

Congratulations on your graduation

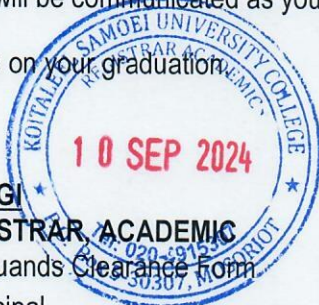
**CS. JOHN NGIGI**

**DEPUTY REGISTRAR ACADEMIC**

Attached: Graduands Clearance Form

**Copy to:** Principal

- Ag. Deputy Principal
- Ag. Registrar Administration
- Director, School of Business
- Director, School of Education
- Dean of Students
- Deputy Registrar Administration
- Deputy Finance Officer
- Administrative Assistant, SoB
- Administrative Assistant, SoE
- All Students Notice Board





**UNIVERSITY OF NAIROBI  
GRADUANDS CLEARANCE FORM**

<b>A</b>	<p><b>HIRE OF ACADEMIC DRESS: 71<sup>ST</sup> GRADUATION CEREMONY - FRIDAY SEPTEMBER 20, 2024</b> (to be completed in triplicate)</p> <p>NAME _____ (First name) (Middle Name/s) (Last name/surname)</p> <p>REGISTRATION NO: _____</p> <p>FACULTY _____</p> <p>Contact Address: _____ Postal Code: _____ Town/City: _____</p> <p>Tel: _____ Mobile No.: _____ E-mail: _____</p> <p><b>(NOTE):</b> UNDERGRADUATE REGULAR STUDENTS ARE CLEARED BY THEIR RESPECTIVE FACULTY ACCOUNTANT. ALL OTHER STUDENTS ARE CLEARED BY THE STUDENT FINANCE OFFICE, GANDHI WING, GROUND FLOOR - ROOM G3.</p>																		
<b>B</b>	<p><b>FACULTY ACCOUNTANT (Delete as appropriate/)</b> I confirm that the above-named graduand has:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">(i) Cleared all the University debts:</td> <td></td> </tr> <tr> <td>(ii) Paid the Graduation/Convocation fees</td> <td style="text-align: right;">KShs. 1000.00*</td> </tr> <tr> <td>(iii) Congregation fee</td> <td style="text-align: right;">Kshs. 2,500.00</td> </tr> <tr> <td>(iii) Paid the Graduation Gown hire charges in respect of:</td> <td></td> </tr> <tr> <td>    (a) Gown (Diploma, Bachelors/Masters/Doctorate)</td> <td style="text-align: right;">Kshs. 3000.00</td> </tr> <tr> <td>    (b) Hood (Bachelors/Masters/Doctorate)</td> <td style="text-align: right;">Kshs. 500.00</td> </tr> <tr> <td>    (c) Cap (Bachelors/Masters/Doctorate)</td> <td style="text-align: right;">Kshs. 500.00</td> </tr> <tr> <td>        <b>Total amount received</b></td> <td style="text-align: right;"><u><b>Kshs. 5000.00-</b></u> <b>7,500</b></td> </tr> <tr> <td>(d) Did not hire the academic dress.</td> <td></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> <p>* This payment is compulsory whether one attends the graduation ceremony or not</p> </div> <p>Cashier's Signature and Rubber Stamp: _____</p>	(i) Cleared all the University debts:		(ii) Paid the Graduation/Convocation fees	KShs. 1000.00*	(iii) Congregation fee	Kshs. 2,500.00	(iii) Paid the Graduation Gown hire charges in respect of:		(a) Gown (Diploma, Bachelors/Masters/Doctorate)	Kshs. 3000.00	(b) Hood (Bachelors/Masters/Doctorate)	Kshs. 500.00	(c) Cap (Bachelors/Masters/Doctorate)	Kshs. 500.00	<b>Total amount received</b>	<u><b>Kshs. 5000.00-</b></u> <b>7,500</b>	(d) Did not hire the academic dress.	
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(d) Did not hire the academic dress.																			
<b>C</b>	<p><b>GRADUAND:</b> I hereby confirm that I have received item <b>a only</b> or items <b>a, b and c</b> as indicated in (iii) above/Did not hire the Academic Dress. (<b>Delete as is appropriate</b>)</p> <p>Signature: _____ Date: _____</p>																		
<b>D</b>	<p><b>THIS SECTION SHOULD BE SIGNED BY THE FACULTY OFFICIAL AFTER RECEIVING BACK THE ITEMS.</b> I confirm that the above-named person has now returned item <b>a</b> or items <b>a, b and c</b> that were on hire/Did not hire the Academic Dress and he/she is duly given authority to collect his/her diploma/degree certificate.</p> <p>_____ <b>SIGNATURE &amp; RUBBER STAMP</b> <b>FACULTY REGISTRAR.</b></p> <p style="text-align: right;">_____ <b>DATE</b></p>																		
	<p><b>NOTE:</b></p> <p>(i) One copy of this form will be retained by the Faculty official in-charge of the academic dress. (ii) The graduand will retain the other two copies which will ultimately be handed over to the official receiving back the items, see section 'D' above. (iii) The third signed copy will be retained and presented to the person issuing the degree certificate.</p> <p><b>IMPORTANT:</b></p> <p>(i) Academic dress should be returned by <b>Wednesday, September 25, 2024</b>; a surcharge of <b>KShs. 100.00**</b> per day will be levied on all items returned after the given deadline. (ii) All Diplomas, Bachelors and Masters degrees certificates will be available for collection from the Central Examinations Centre, Chiromo Campus one (1) month from the date of graduation as will be advertised through the University of Nairobi website. Any Certificate not collected by <b>Friday November 22, 2024</b> will be liable to a storage charge of Kshs. 1000.00 per year, or part thereof. (iii) PhD degree certificates will be issued during graduation.</p> <p><b>** Legal action will be taken against defaulters.</b></p> <p align="center">WEBUYE, H.O.D. ACADEMIC REGISTRAR</p>																		



# UNIVERSITY OF NAIROBI

**71<sup>ST</sup> GRADUATION CEREMONY – FRIDAY, SEPTEMBER 20, 2024**

## ALL GRADUANDS

The University of Nairobi wishes to inform all students who qualified for the award of various degrees and diplomas at the end of last academic year (2023/2024) and members of the public, that the **71st Graduation Ceremony** will be held **PHYSICALLY** on **Friday, September 20, 2024 commencing at 7.30 a.m. at the Chancellor's Court**. The event will be streamed live through the following links; [www.uonbi.ac.ke.ke/livestream](http://www.uonbi.ac.ke.ke/livestream) and [facebook.com/uonbi.ac.ke](https://facebook.com/uonbi.ac.ke).

### **CLEARANCE OF FEES AND ORDER OF NAMES:**

Only those who will have completed paying the fees due to the University by will be allowed to graduate. **ALL** graduands are advised to confirm the order of their name with their respective Deans.

### **GRADUATION/CONVOCATION FEE**

Each graduand will be required to pay compulsory graduation fee of Ksh 2,500/=, convocation fee of Ksh 1,000/= and obtain a clearance certificate from the relevant Faculty Registrar upon clearance with the respective Departments, Library, Halls of Residence, Games and Finance Department.

In addition, graduands must have cleared any fees arrears and all other dues owed to the University, failure to which shall lead to disqualification from the graduation ceremony.

### **ACADEMIC DRESS**

Graduands who wish to hire gowns are required to apply and pay the relevant graduation fee as stated below. Gowns will be issued from **Monday, 16<sup>th</sup> up to Thursday 19<sup>th</sup> September 2024** during working hours.

Graduation attire must be returned by Wednesday, **25<sup>th</sup> September 2024** latest; after which a penalty of **KShs. 100 (Kenya shillings one hundred only)** will be charged per day.

The following are the graduation charges for the various categories of graduands, which must be paid not later than **Monday, 16<sup>th</sup> September 2024**.

S / N O	AWARD	CONVOCATION FEE*	GRADUATION FEE*	HIRE OF ACADEMIC DRESS	TOTAL PAYABLE
1	Ph.D.	KShs. 1,000	KShs. 2,500	KShs. 4,000	KShs. 7,500
2	Masters	KShs. 1,000	KShs. 2,500	KShs. 4,000	KShs. 7,500
3	Post-Graduate Diplomas	KShs. 1,000	KShs. 2,500	KShs. 4,000	KShs. 7,500
4	Undergraduate Degree/ Diploma	KShs. 1,000	KShs. 2,500	KShs. 4,000	KShs. 7,500

\* Convocation and Graduation Fees are compulsory payments.

The Account details are as follows:

1. Bank Name: Absa PLC Kenya
2. Branch: Absa Towers
3. Account Name: UON Module I Collection Account
4. Account Number: 2032770838

For further information, please contact:

The Academic Registrar  
University of Nairobi  
P.O. Box 30197 – 00100,  
NAIROBI

Tel: 020 491 3065

Email: [reg-academic@uonbi.ac.ke](mailto:reg-academic@uonbi.ac.ke)

#### Central Examinations Centre

Tel: 020 491 4203/020 491 4204

Mobile: 0700675405

Email: [examinations@uonbi.ac.ke](mailto:examinations@uonbi.ac.ke)

**ACADEMIC REGISTRAR**



Cc

Vice Chancellor  
Deputy Vice-Chancellor(Academic Affairs)  
Deputy Vice-Chancellor(RIE)  
Director,ICT  
Director,Corporate Affairs  
All Deans of Faculties  
All Chairs of Departments  
Faculty Registrars  
Deputy Registrar(Examinations)

28<sup>th</sup> August,2024

