



KISII UNIVERSITY

OFFICE OF THE REGISTRAR ACADEMIC AND STUDENT AFFAIRS

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KISII - KENYA

TO: ALL 2017 GRADUANDS
FROM: DEPUTY REGISTRAR ACADEMIC AFFAIRS
SUBJECT: 5TH GRADUATION CERTIFICATES

The 5th Graduation Certificates are ready.

A. All graduands are therefore required to fulfil the following requirements as they come to pick their documents:

1. Application letter requesting for certificates.
2. Current fee statement- Nil Balance.
3. Clearance form with Finance Clearance.
4. i) Original and Copy of KCSE Certificate or equivalent.
ii) For Postgraduate-Original and Copies of previous Degree Certificates.
5. All Original provisional transcripts.
6. Original and Copy of ID.
7. Receipt of Graduation Fee and Gown Clearance.

NB: Certificates are not issued to any other party

B. Schedule for issuing Certificates:

DATE	FACULTY/SCHOOL
Thursday, 7 th March 2018 to Friday, 8 th March 2018	Law/SPAS/Gender/ Agriculture
Monday, 12 th March 2018 to Friday, 16 th March 2018	Education
Monday, 19 th March 2018 to Friday, 23 rd March 2018	FIST/Health/FASS
Monday, 26 th March 2018 to Friday, 30 th March 2018	SOBE

NB: Anybody missing to pick within this schedule shall have to come from **Monday 2nd April 2018 to 30th April 2018.**

As from **1st May 2018**, any uncollected certificate shall attract a storage charge of **Ksh. 1,000** per Year.

Dr. Joash Kerongo, PhD.
Deputy Registrar Academic Affairs.

Cc: DVC, ASA
Registrar, Academic Affairs

