

**KENYATTA UNIVERSITY**

**OFFICE OF THE REGISTRAR (ACADEMIC)**

**FORM AFG1: APPLICATION FOR GRADUATION**

(To be filled in **Quadruplicate** - original to the **Registrar (Academic)**, 1st copy to **Dean of School,** 2nd copy to **Student Finance** and 3rd copy to be retained by **the applicant**)

**SECTION A (Caution to all Applicants)**

Please note that the following irregularities are prohibited and will lead to disqualification and further disciplinary action against the applicants involved:-

1. Claiming for marks in a unit or units not validly registered in the Semester they were taken.
2. Applying for graduation when one had not completed their studies by the Semester and Academic Year stipulated for the August 2017 graduation- **i.e. Regular, Institutional-Based and Digital School students who have already completed their studies or will have done so by the end of May, 2017.**
3. Applying for graduation when one is either on suspension or has been discontinued.
4. Applying for graduation when one has more than one retake (for undergraduates) or a supplementary (for postgraduates).
5. Giving false information in this graduation application form.

**SECTION B (Applicant’s Personal and Academic Details)**

1. Application for the (Month) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Year) \_\_\_\_\_\_\_\_\_\_\_Graduation
2. School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Name: Last Name (Surname) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Middle Name (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. E-Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Cell Phone Number (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.

6. Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Degree/Diploma/Certificate Programme (and option/specialization where applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Number of units required to graduate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Number of units completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Semester/Session \_\_\_\_\_\_\_\_\_\_\_\_\_\_and Academic Year \_\_\_\_\_\_\_\_\_\_\_\_\_of completion
4. Order in which name should be printed on the Certificate:-

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION C (Personal Declaration by Applicant)**

*I declare that the information given in this form is true and correct, and that I have read and fully understood the irregularities and penalties contained in Section A above before submitting this application.*

**NOTE (**1)The schools of Education, Engineering and Medicine **do not allow graduation**

**with a retake in any of their Schools’ units**.

1. Those wishing to graduate with one retake (where applicable) must apply to do so

to the Registrar (Academic) **by 28th April, 2017.**

1. All applicants must confirm with Student Finance that they have no fees balances by **10th July, 2017** to ensure they will be included in the final graduation list.

Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION D (*For official use only*)**

1. Graduation Recommended/Not Recommended to Senate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Degree/Diploma/Certificate to be awarded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Class/Credit (where applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Dean’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. School Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.