



# MACHAKOS UNIVERSITY

## OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

### GRADUATION APPLICATION FORM

#### SECTION A: INTRODUCTION

Machakos University Management, Senate and staff congratulate the 2021/2022 Academic Year students for successfully undertaking their university studies. In order to participate in the graduation ceremony, each student is required to complete this form, scan and submit it online to the office of the Registrar (ASA) for final approval through this link: <https://forms.gle/sN2VVr4187J9e7ZW6> The Original form should be submitted physically to the respective school and a copy retained by the student.

#### SECTION B: STUDENT PARTICULARS *(in block letters)*

- i. Name \_\_\_\_\_  
*(as it appears on the KCSE Certificate)*
- ii. REG NO. \_\_\_\_\_ MOBILE No \_\_\_\_\_
- iii. Programme and Option \_\_\_\_\_
- iv. Semester/Session in which the Programme was Completed  

\_\_\_\_\_ Semester
\_\_\_\_\_ Academic Year
- v. Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### SECTION C: DEAN OF SCHOOL

- i. The name provided is the name in the KCSE certificate YES ☐ NO ☐
- ii. Student has pending disciplinary cases YES ☐ YES ☐
- iii. Minimum number of Units required to graduate \_\_\_\_\_
- iv. Total Number of Units Completed \_\_\_\_\_
- v. Semester / Session and Academic Year of completion \_\_\_\_\_

☐ Approved to graduate

☐ Not Approved to graduate

\_\_\_\_\_  
Dean's/ Director's Signature

\_\_\_\_\_  
School/Directorate Stamp and date



**SECTION D: CHIEF FINANCE OFFICER**

- i. Total Programme Fees \_\_\_\_\_
- ii. Total Fees paid \_\_\_\_\_
- iii. Graduation Fees Paid \_\_\_\_\_
- iv. Total Balance Outstanding \_\_\_\_\_

☐

Cleared for graduation

☐

Not Cleared for graduation

\_\_\_\_\_  
Chief Finance Officer's Signature\_\_\_\_\_  
Official Stamp & Date**SECTION E: REGISTRAR – ASA** *(Scan and submit through the provided link for approval)***(TICK AS APPROPRIATE)**

- i. To be included in the graduation list:

☐

Approved

☐

Not Approved

- ii. Reasons for
- 
- Disapproval \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Registrar (ASA) Signature\_\_\_\_\_  
Stamp & Date**NOTE:**

1. Kindly attach a copy of your KCSE CERTIFICATE. **Note that the name with which you were admitted as printed in the KCSE certificate is the same name that will be printed in your certificate.** Any alterations are prohibited unless recommended by a sworn affidavit.
2. Graduands are further advised to initiate on-line clearance through their student portal and print the clearance certificate after the final clearance by the Finance Department. The clearance certificate, gown collection/return form and National Identification Card should be produced when collecting academic certificate and transcripts.

