



OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS

REV 1.0-KSG

GRADUATION CLEARANCE FORM

INSTRUCTIONS

1. All Areas indicated must be filled.
2. All Section Heads must sign and stamp.
3. Clearing Officer must write his/her full names.
4. This clearance form will be retained in the office of the Deputy Vice Chancellor – Academic Students Affairs upon collection of certificate.

MANDATORY REQUIREMENTS & ATTACHMENTS

1. K.C.S.E. (Original/Copy)
2. ID/Passport (Original/Copy)
3. Fees Statement (Duly signed and stamped)
4. Graduation Regalia Form (Duly signed and stamped)
5. Payment for Graduation/Convocation fee (Bank slip) verified by Accountant, Students' Finance.

PART A: STUDENT'S DETAILS

NAME _____ ADM. NO: _____
CAMPUS _____ ID/NO. _____
SCHOOL _____ DEPARTMENT _____
HOSTEL _____ EMAIL _____
HOME ADDRESS: _____ TEL.NO. _____

PART B: ACADEMIC DIVISION

1. Head of Department/ Dean of School

The student has/does not have any pending issue _____

Name of Clearing Officer _____

Signature _____ Date _____

2. Librarian

The student has/does not have any pending issue _____

Name of Clearing Officer _____

Signature _____ Date _____



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PART C: STUDENTS' AFFAIRS

1. Hostels Officer

Name of Hostel _____ Rm. No _____ Non Resident _____

The student has/does not have any pending issue _____

Name of Clearing Officer _____

Signature _____ Date _____

2. Dean of Students'

The student has/does not have any pending issue _____

Name of Clearing Officer _____

Signature _____ Date _____

PART D: FINANCE DEPARTMENT

1. Accountant:

I. Fees cleared/not cleared (attach current fees statement)

II. Graduation and Convocation fees paid/Not paid (Receipt No.) _____

Full Names of Accountant _____

Signature: _____ Date _____

PART E: REGISTRAR/ EXAMINATIONS

Clearance particulars and attachments verified by _____

Storage Fee (if applicable): Number of Years _____ Amount _____

Name of Clearing Officer _____

Signature: _____ Date _____



REGISTRAR ACADEMIC AFFAIRS

GRADUATION REGALIA

ISSUANCE FORM

PART F: CERTIFICATE SIGNING OUT DETAILS (FOR OFFICIAL USE)

Name of Graduate _____ Date

of Graduation _____

Degree/Diploma Programme _____

Classification _____

Certificate Serial Number _____ Date

of Collection _____ Signature _____

Issuing Officer _____

Name

Signature