



OFFICE OF THE REGISTRAR
ACADEMIC AFFAIRS

REV 1.0-KSG

GRADUATION REGALIA ISSUANCE FORM

PART A: STUDENT'S DETAILS

(To be filled in duplicate when collecting gowns, hoods and caps)

Surname: Other Names Reg. No:

School: (Programme)

P.O. Box Mobile No.:

Graduation fees: Paid (Ksh.) Receipt No.

I certify that I have been issued with the following items (TICK as appropriate)

ITEM	CERIFICATE	DIPLOMA	BACHELORS	POSTGRADUATE
CAP				
HOOD				
GOWN				
SASH				

I fully understand that the above items should be returned **NOT** later than **a week** after the graduation ceremony failure to which I shall pay a penalty of **Ksh. 500** per day until all the items are returned or pay full cost of the items in the event of being lost under my possession.

Name of Student:..... Sign:

Name of the Issuing Officer: Sign:

PART B: FOR OFFICIAL USE ONLY

(To be filled by the receiving officer on return of items borrowed.)

I certify that the above named has returned academic regalia as follows:

ITEM	CERTIFICATE	DIPLOMA	BACHELORS	POSTGRADUATE
CAP				
HOOD				
GOWN				
SASH				

Name of Receiving OfficerSign:

PENALTY (if any) days Ksh. Receipts:

(Graduand must retain the original copy of this form)

NOTE:

- i. The items must be returned to the University where they were issued.
- ii. That the form will be required at the time of collecting respective degree certificates.
- iii. That no certificate **WILL BE ISSUED without RETURN OF GRADUATION REGALIA.**