



# MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

## NOTICE FOR MACHAKOS UNIVERSITY 9<sup>TH</sup> GRADUATION CEREMONY

Machakos University hereby announces the 9<sup>th</sup> Graduation Ceremony to be held on **Friday 25<sup>th</sup> October, 2024 at 8.00 a.m.** at the **Machakos University Sports Ground**. All candidates who have qualified for the award of various Certificates, Diplomas and conferment of Degrees during the 2023/2024 and earlier academic years are invited to attend.

### EXAMINATION RESULTS

The results of **Examinations taken in the 2023/2024 Academic Year** are available from the offices of the respective Deans of Schools and University students' portal. All students who completed their Programmes in 2023/2024 Academic Year are advised to confirm inclusion of their names in the Graduation list with their respective Schools.

### APPLICATION FOR GRADUATION & CONFIRMATION OF NAMES

Graduands are required to **apply** for the 9<sup>th</sup> Graduation ceremony. The prescribed graduation **application form is available** at the University website for Graduands to download, fill and submit to the Registrar (ASA) via the link provided on the application form before **Friday 27<sup>th</sup> September, 2024**. A copy of the KCSE certificate/result slip should be attached to the application form for confirmation of the correct order of names to be printed on their certificates. No additional names shall be introduced unless accompanied by a sworn affidavit.

### TVET GRADUANDS

TVET graduands wishing to participate in the graduation ceremony are advised to pay the graduation fees of Kes. 3,000 and apply for graduation using the prescribed graduation application form available on the website and submit the filled form physically to the Directorate of TVET. Only TVET graduands who have applied for graduation will be included in the graduation list and subsequently participate in the graduation ceremony.

### CLEARANCE

Graduands are advised to initiate online clearance through their student portal. However, TVET graduands should not initiate the online clearance as they had cleared using the manual clearance form.

Graduands are expected to have cleared any outstanding fee balances by **Friday 20<sup>th</sup> September, 2024**. Those who will not have cleared fees by the stated date will be excluded from the Graduation list.



### GRADUATION FEES, ACADEMIC DRESS & ALUMNI FEES

A mandatory non-refundable Graduation fee as stated below must be paid not later than **Friday 20<sup>th</sup> September, 2024**

S/NO	AWARD	AMOUNT
1.	Ph.D.	Kes. 7,000
2.	Masters/Postgraduate diploma	Kes. 6,000
3.	Undergraduate/Degree/Diploma/Certificate(Internal)	Kes. 4,500
4.	TVET	Kes. 3,000

Graduation fees should be paid through e-citizen portal, two methods by which fees maybe paid are as follows:

#### (a) Jiunge App Option

1. Download Jiunge App from Play store or Apple store
2. Login/Register to “Jiunge” Follow the prompts and Register with your email address and Students Admission Number
3. Choose you payment method. (M-PESA or Bank Account)

#### (b) Student’s portal

1. Log into your student’s portal
2. Select fees item on the dashboard.
3. Open the fee pay link and register on Jiunge platform and pay fees as per No.3 above.

### COLLECTION AND RETURN OF ACADEMIC DRESS

Graduation gowns will be available for collection upon presentation of the Original National Identity card. Gowns will be collected from respective schools and the Directorate of TVET starting from **Friday 18<sup>th</sup> October, 2024 to Wednesday 23<sup>rd</sup> October, 2024** and returned by **Friday 8<sup>th</sup> November, 2024**. Failure to return the gown by the stated date will attract a penalty of **Ksh.500 per day**.

### REHEARSAL

All Graduands are expected to attend the rehearsal on **Thursday 24<sup>th</sup> October,2024 at 10.00 a.m.** at the **University Sports Ground** in full academic attire.

### INVITATION CARDS

Invitation cards will be e-mailed to all graduands to print together with car stickers. Each graduand will be expected to print only one car sticker and three invitation cards, one for themselves and two for their guests. Only persons with invitation cards will be allowed into the University Sports Ground.



**PUNCTUALITY**

Graduands and their guests are required to be seated by 8.00 a.m. Those who will be late will not be allowed into the University Sports Ground.

For further information, please contact the Registrar (Academic and Student Affairs) on: -

Telephone:0734684737

e-mail: registrar-asa@mksu.ac.ke



**MR. PATRICK OKEMBA.**

**AG. REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)**

Cc.

- 1. Vice Chancellor
- 2. DVC-ASA
- 3. DVC-APF
- 4. DVC-RIL
- 5. C.F.O
- 6. Deans of Schools

