



# MACHAKOS UNIVERSITY

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

### GRADUATION APPLICATION FORM

#### SECTION A: INTRODUCTION

Machakos University Management, Senate and staff congratulate the 2023/2024 Academic Year students for successfully undertaking their university studies. In order to participate in the graduation ceremony, each student is required to fill this form, get clearance from the School and Finance Department, scan and submit it online to the office of the Registrar (ASA) for final approval through this link: <https://forms.gle/CRPf3EJAYkaFe7yW8> 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 \_\_\_\_\_  
*(Full 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  NO
- 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.

