



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

NOTICE

FROM: REGISTRAR-ASA

REF:MksU/REG-ASA/OC/VOL.2

TO: ALL 9TH GRADUATION GRADUATES (25TH OCT, 2024)

DATE: 5TH NOVEMBER, 2024

SUBJECT: COLLECTION OF ACADEMIC CERTIFICATES & TRANSCRIPTS

The above subject refers.

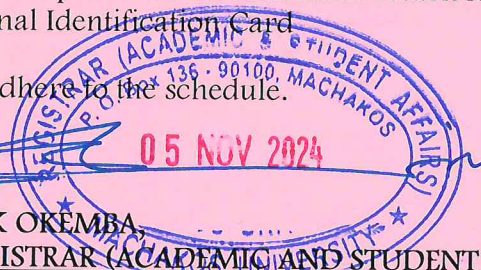
The University is pleased to inform the 9th graduation graduates that collection of academic certificates and transcripts will take place as per the schedule below:

S.NO.	DATE	SCHOOL
1.	Monday 11 th November, 2024 to Friday 15 th November, 2024	<ul style="list-style-type: none"> ● Education ● Agriculture, Environment & Health Sciences ● Humanities & Social Sciences
2.	Monday 18 th November, 2024 to Friday, 22 nd November, 2024	<ul style="list-style-type: none"> ● Business, Economics, Hospitality & Tourism Management ● Engineering & Technology ● Pure & Applied Sciences

NB: The following documents will be required to collect certificate and transcripts:

- a) Clearance certificate (generate from portal)
- b) Duly completed Gown collection/return form
- c) National Identification Card

Kindly adhere to the schedule.



PATRICK OKEMBA,
AG. REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

Cc.

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|------------------------------------|---------------------------------|
| 1. Vice Chancellor-to note on file | 7. Deans of Schools |
| 2. Deputy Vice Chancellor (ASA) | 8. Chairmen of Departments |
| 3. Deputy Vice Chancellor (RIL) | 9. ICT Directorate |
| 4. Deputy Vice Chancellor (APF) | 10. Director, Security Services |
| 5. Chief Finance Officer | 11. SAMU Leaders |
| 6. Dean of Students | |

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