



**MACHAKOS UNIVERSITY
OFFICE OF THE REGISTRAR
(ACADEMIC AND STUDENT AFFAIRS)**

FROM: REGISTRAR (ASA)

REF: MksU/ASA/5/12/VOL.4

TO: ALL STUDENTS

DATE: 9TH JANUARY 2026

SUBJECT: FEES CLEARANCE AND DOWNLOADING OF EXAM CARD

This is to inform all students that the end of semester examinations are scheduled to start on 19th January 2026.

You are therefore reminded that only those who have fully cleared fees (Household component for Year 1, 2 & 3) will be able to access and download their examination cards through the student portal. Any outstanding fee balances must be settled immediately to avoid inconvenience or exclusion from the examinations.

All affected students are therefore advised to clear any pending fee balances and confirm their financial status with the Finance Office in good time before the commencement of the examinations.

Please note that no student will be allowed to sit for the examinations without a valid examination card.

**MR. PATRICK OKEMBA
AG. REGISTRAR-ACADEMIC & STUDENT AFFAIRS**

