

N/B FILL IN DUPLICATE

ATTIRE NOT RETURNED BY THE DEADLINE WILL ATTRACT A PENALTY OF KShs. 2,000 PER DAY.

Lost Gown:

Masters: Ksh. 25,000

Bachelors: Ksh. 20,000

Diplomas: Ksh. 15, 000



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18TH GRADUATION 2025 ATTIRE COLLECTION FORM

This form must be attached when returning the attire

Note: The deadline for return of academic attire will be on Monday, 14th July, 2025 at 5.00pm

COLLECTION OF GOWNS, CERTIFICATES AND TRANSCRIPTS

This is to notify all graduands that Graduation attires shall be issued between **24th June 2025 to 2nd July 2025** as per the notice on the website.

Certificates and transcripts collection date will be announced by the University on the graduation day. The following documents should be presented;

- **Duly signed copy of the gown return form**
- **Original National ID/Passport**
- **Student ID ;(Note: Lost student ID’s attracts a penalty of Ksh. 600)**

Note: Uncollected certificates/transcripts will accrue a storage charge of **Ksh. 1000 per year**, (or any other rate determined by the University) effective **Wednesday, 7th January 2026**.

Full Names:

Course:Specialization.....

Student Registration No:Phone number.....

National ID No..... Email:

Please tick appropriately.

| <u>Release Details</u> | | <u>Return Details</u> | | <u>Condition (comment)</u> |
|----------------------------------|-----------|----------------------------------|-----------|----------------------------|
| Gown | () | Gown | () | |
| Hood | () | Hood | () | |
| Cap | () | Cap | () | |
| Student sign: | Date..... | Student sign: | Date..... | |
| Authorizing Officer: Name: | | Authorizing Officer: Name: | | |
| Sign : | | Sign: | | |
| Date: | | Date: | | |