

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

INTERNAL MEMO

TO : GRADUATING CLASS OF NOVEMBER 2025
FROM : REGISTRAR, ACADEMIC AFFAIRS
DATE : 6TH OCTOBER, 2025
SUBJECT : NOVEMBER 2025 GRADUATION CEREMONY

We take this opportunity to commend the **Class of November 2025** for their commitment and effort that has led to the successful completion of their studies. Congratulations on reaching this important milestone!

The **19th** KCA University Graduation Ceremony will be held on Friday, 28th November 2025. All eligible students are required to apply for graduation and complete clearance by **Friday, 24th October 2025**.

To apply for and participate in the 19th KCA University Graduation Ceremony, kindly observe the following:

- i. Initiate the graduation clearance process through the Student Portal.
- ii. Ensure that you have completed all coursework and submitted your attachment reports to your respective School or Faculty within the prescribed deadlines.
- iii. Clear all outstanding fees, including the graduation fee, with the Student Finance Office.

Once again, congratulations to all our prospective graduands!



Dr. Rose Gathii (Ph.D)

Registrar, Academic Affairs

Cc: Vice Chancellor & CEO

DVC-ASA, DVC-FPD, DVC-RIO

Deans/Directors/CoDs/Faculty Managers.