



OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

NOTICE TO THE GRADUATING CLASS OF NOVEMBER 2025

The KCA University 19th Graduation Ceremony will be held on Friday, 28th November 2025. Only students who have completed programme requirements will be allowed to participate. Take note of the below important notices:

1. GRADUATION CLEARANCE LIST

All graduands are advised to constantly check the KCA University website (www.kcau.ac.ke) for updates under Registrar quick links regarding the graduation clearance list.

2. GRADUATION FEES

All graduands who have met the requirements to graduate shall be required to pay graduation fees as follows:

Programme	Graduation Fee	Alumni Fee	Total
Doctorate	10,000	1,000	11,000
Masters	8,500	1,000	9,500
Post Graduate Diploma	8,500	1,000	9,500
Bachelors	8,000	1,000	9,000
Diploma/Certificate	6,500	1,000	7,500
Professional	4,500	1000	5500

3. GRADUATION CLEARANCE DEADLINE

All graduands who have met the requirements to graduate shall be required to clear latest 5.00pm, Friday, 24th October 2025.

4. UNRESOLVED COURSE REQUIREMENT ISSUES

Students with unresolved grades issues from previous semesters (incompletes) or missing courses should urgently contact their respective schools' to have all issues resolved by latest Thursday, 23rd October 2025 failure to which their names will not appear on the provisional list.

5. PROVISIONAL GRADUATION LIST

A provisional graduation list will be released on Wednesday, 29th October 2025 from 5.00pm. This is the list that will be submitted to KCA University Senate for approval and inclusion to the final award list. If you had cleared for graduation and you find your name missing from the provisional graduation list, you will need to urgently contact Registrars' office through graduation@kcau.ac.ke latest 2.00pm, Friday, 31st October 2025

6. ACADEMIC ATTIRE/GOWNS COLLECTION DATES

The academic attire will be issued from **Monday, 17th November 2025 to Wednesday, 26th November 2025** as follows:

- i) School of Business: **Monday 17th, Tuesday 18th & Wednesday 19th (8.00am-5.00pm)**
- ii) School of Technology: **Thursday 20th, Friday 21st & Monday 24th (8.00am-5.00pm)**
- iii) School of Education Arts & Social Sciences /PTTI: **Tuesday 25th & Wednesday 26th November (8.00am-5.00pm)**

Requirements for Collection:

- i) Dully filled academic attire collection form which **MUST** be in duplicate, available from the University website
- ii) Student ID and Original National ID/Passport
- iii) Must have paid graduation application fee

7. ACADEMIC ATTIRE/GOWNS RETURN DATES

The graduation attire should be returned by **Thursday, 11th December 2025**. Attire not returned by the deadline will attract a penalty of **Kshs. 2,000 per day**. There will be no exemptions for late return.

a) DAMAGED ACADEMIC ATTIRE CHARGES

- i) Gown Kshs 8,000
- ii) Hood Kshs. 2,000
- iii) Cap Kshs 2,000

b) LOST ACADEMIC ATTIRE CHARGES

- i) Masters: Kshs. 25,000
- ii) Bachelors: Kshs. 20,000
- iii) Diplomas/Professional courses: Kshs. 15,000

8. GRADUATION INVITATION CARDS AND CAR STICKERS

All graduands will be entitled to **two (2) invitation cards for two (2) guests only**. This will be issued when collecting academic attires.

9. GRADUATION REHEARSAL

Rehearsal for graduation will be on **Thursday, 27th November 2025** starting at **10.00 a.m** at the University graduation square, Main Campus-Ruaraka. All graduands are expected to be seated at the square by **9.00 am** and **MUST** be in full academic attire.

10. CERTIFICATE COLLECTION

Certificates & final transcripts collection date shall be communicated through the University Website.

The following documents should be presented for certificate collection:

- i) Duly signed copy of the certificate clearance form available from Student Finance office.
- ii) Copy of the gown return form
- iii) Original National ID/Passport
- iv) Student ID (NB: Lost student ID's attracts a penalty fee of Ksh. 600)

Note: Uncollected certificates and transcripts will accrue a storage charge of **Ksh. 1,000 per year** (or any other rate determined by the University) effective **Tuesday, 2nd June 2026**

11. GRADUATION PHOTOBOOK

The University has made plans for photography. The information is readily available on the website in case you would like to feature in the graduation photobook.

12. CROWD MANAGEMENT

To ensure that we have a successful Graduation Ceremony, all graduands are urged to remain seated throughout the event until the end of the ceremony and will only be permitted to stand when called upon for the conferment of the award by the Chancellor.