

## OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

### INTERNAL MEMO

TO : KCAU GRADUATING CLASS OF JULY 2026  
FROM : REGISTRAR, ACADEMIC AFFAIRS  
DATE : 2<sup>ND</sup> APRIL 2026  
SUBJECT : 20<sup>TH</sup> GRADUATION CEREMONY

We take this opportunity to applaud the graduating class of July 2026 for their exceptional dedication and hard work in completing their studies and turning their dreams into reality. Congratulations on this remarkable achievement!

The 20th KCA University Graduation Ceremony will be held on **3<sup>rd</sup> July 2026**. Students who have successfully completed their course should apply for graduation by **Friday, 5<sup>th</sup> June 2026**.

To apply for and participate in the graduation, kindly observe the following:

- i. Initiate the graduation clearance process from the student portal.
- ii. Ensure that you have completed your coursework and submitted attachment reports to your respective faculty/school within prescribed deadlines.
- iii. Clear any pending fees, including graduation fees, with Student Finance Office.

For graduation enquiries, write to [graduation@kcau.ac.ke](mailto:graduation@kcau.ac.ke).

Once again, congratulations to all our prospective graduands!



Dr. Rose Gathii, PhD

Registrar, Academic Affairs

Cc: Vice Chancellor & CEO  
DVC-ASA, DVC-FPD, DVC-RIO  
Deans/Directors/CoD/Managers.