



## OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

### NOTICE TO THE GRADUATING CLASS OF JULY 2026

The KCA University 20<sup>th</sup> Graduation Ceremony will be held on Friday, 3<sup>rd</sup> July 2026. 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](http://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, 5<sup>th</sup> June 2026.

#### 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 **Wednesday, 3<sup>rd</sup> June 2026** 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, 10th June 2026 from 5:00 pm**. This list will be submitted to the University Senate for approval and subsequent inclusion in the final graduation list. All prospective graduands are required to carefully review the list and confirm that:

- Their names are correctly captured and in the proper order as per their admission records.

- Their programme and area of specialization are accurate.

If you have been cleared for graduation but your name does not appear on the provisional list, or in case of any errors or discrepancies, please contact the Registrar's Office via [graduation@kcau.ac.ke](mailto:graduation@kcau.ac.ke) no later than **2:00 pm on Friday, 12th June 2026**.

## **6. ACADEMIC ATTIRE/GOWNS COLLECTION DATES**

The academic attire will be issued from **Monday, 22<sup>nd</sup> June 2026 to Wednesday 1<sup>st</sup> July 2026** as follows:

- i) School of Business: **Monday 22<sup>nd</sup>, Tuesday 23<sup>rd</sup> & Wednesday 24<sup>th</sup> (8.00am-5.00pm)**
- ii) School of Technology: **Thursday 25<sup>th</sup>, Friday 26<sup>th</sup> & Monday 29<sup>th</sup> (8.00am-5.00pm)**
- iii) School of Education Arts & Social Sciences /PTTI: **Tuesday 30<sup>th</sup> & Wednesday 1<sup>st</sup> July (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 **Monday, 20<sup>th</sup> July, 2026** 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 2<sup>nd</sup> July 2026** 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 **Wednesday, 6<sup>th</sup> January 2027**.

## 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.