OFFICE OF THE REGISTRAR (TEACHING AND LEARNING)

NOTICE TO THE GRADUATING CLASS OF NOVEMBER 2026

The **KCA University 21st Graduation Ceremony** will be held on **Friday, 27th November 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) 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	1,000	**5,500**

3. GRADUATION CLEARANCE DEADLINE

All graduands who have met the requirements to graduate shall be required to clear latest **5.00pm, Friday, 23rd October 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 **Thursday, 22nd October 2026.**

5. PROVISIONAL GRADUATION LIST

A provisional graduation list will be released on **Friday, 30th October 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 no later than 2:00 pm on **Wednesday, 4th November 2026.**

Disclaimer: *The appearance of your name on the provisional graduation list is not a final confirmation that you will graduate.*

6. ACADEMIC ATTIRE/GOWNS COLLECTION DATES

The academic attire will be issued from **Monday, 16th November 2026** to **Wednesday 25th November 2026** as follows:

i) School of Technology**: Monday 16th, Tuesday 17th & Wednesday 18th (8.00am-5.00pm)**
ii) School of Business: **Thursday 19th , Friday 20th & Monday 23rd (8.00am-5.00pm)**
iii) School of Education Arts & Social Sciences /PTTI: **Tuesday 24th & Wednesday 25th (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, 14th December, 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. The digital invitation cards will be sent to your student email address.

9. GRADUATION REHEARSAL

Rehearsal for graduation will be on **Thursday, 26th November, 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**, 4th June 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.