UNIVERSITY OF KABIANGA

ISO 9001:2015 CERTIFIED

OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS

INTERNAL MEMO

FROM: REGISTRAR (ACADEMIC AFFAIRS) **DATE: 28TH OCTOBER, 2026**

TO: ALL 2026 GRADUANDS **REF: UoK /EXAM/0025/VOL.4/654**

SUBJECT: INSTRUCTIONS TO GRADUANDS

This is to notify you of the following instructions ahead of your Graduation:

All graduands are required to note the following as they prepare for the forthcoming graduation scheduled for 13th November, 2025:

(i) The names with strikethrough to clear with finance.

(ii) Your name in the graduation booklet shall take the order:

SURNAME, FIRST MIDDLE

e.g.**KIRUI, Mercy Chebet**

(iii) Graduand's name in the University certificate will be in the order:

FIRST MIDDLE SURNAME

e.g **Mercy Chebet Kirui**

(iv) Any error noted in the graduation booklet should be corrected immediately at the office of the Registrar (Academic Affairs); Examinations section to avoid errors in the certificate. The deadline for reporting of these errors shall be **4th November, 2025.**

(v) Request for correction of certificates due to failure by a student to make corrections noted shall attract a fine of Kshs 2000.

(vi) At the time of collection of certificate, all graduates must produce the following original documents:

- Graduation fee receipt
- National identity card
- Dully filled clearance form
- Gown collection form
- Certificates for previous qualifications e.g K.C.S.E, P1

(vii) Certificates not collected within one year after graduation shall attract an annual storage fee of Kshs. 2000 or such amount as may be determined by Senate from time to time.

(viii) Once a certificate has been collected, it shall not be accepted back for rectification or for any changes to be made.

(ix) Under no circumstance shall the University replace certificates.

DR. CECILIA C. SANG
REGISTRAR (ACADEMIC)