



**UNIVERSITY OF NAIROBI
GRADUANDS CLEARANCE FORM**

A	<p align="center">HIRE OF ACADEMIC DRESS: 66TH GRADUATION CEREMONY - FRIDAY DECEMBER 17, 2021 (to be completed in triplicate)</p> <p>NAME _____ (First name) (Middle Name/s) (Last name/surname)</p> <p>REGISTRATION NO: _____ YEAR OF ADMISSION _____</p> <p>FACULTY _____</p> <p>Contact Address: _____ Postal Code: _____ Town/City: _____</p> <p>Tel: _____ Mobile No.: _____ E-mail: _____</p>	
B	<p>COLLEGE BURSAR/ CESSP (Delete as appropriate/) I confirm that the above-named graduand has:</p> <p>(i) Cleared all the University debts:</p> <p>(ii) Paid the Graduation/Convocation fees KShs. 1000.00*</p> <p>(iii) Paid the Graduation Gown hire charges in respect of:</p> <p>(a) Gown (Diploma, Bachelors/Masters/Doctorate) Kshs. 3000.00</p> <p>(b) Hood (Bachelors/Masters/Doctorate) Kshs. 500.00</p> <p>(c) Cap (Bachelors/Masters/Doctorate) <u>Kshs. 500.00</u></p> <p>Total amount received <u>Kshs. 5000.00</u></p> <p>(d) Did not hire the academic dress.</p> <p>Cashier's Signature and Rubber Stamp: _____</p>	<p>* This payment is compulsory whether one attends the graduation ceremony or not.</p>
C	<p>GRADUAND: I hereby confirm that I have received item a only or items a, b and c as indicated in (iii) above/Did not hire the Academic Dress. (Delete as is appropriate)</p> <p>Signature: _____ Date: _____</p>	
D	<p>THIS SECTION SHOULD BE SIGNED BY THE FACULTY OFFICIAL AFTER RECEIVING BACK THE ITEMS. I confirm that the above-named person has now returned item a or items a, b and c that were on hire/Did not hire the Academic Dress and he/she is duly given authority to collect his/her diploma/degree certificate.</p> <p>_____</p> <p>SIGNATURE & RUBBER STAMP _____ FACULTY REGISTRAR. DATE</p>	
	<p>NOTE:</p> <p>(i) One copy of this form will be retained by the college official in-charge of the academic dress.</p> <p>(ii) The graduand will retain the other two copies which will ultimately be handed over to the official receiving back the items, see section 'D' above.</p> <p>(iii) The third signed copy will be retained and presented to the person issuing the degree certificate.</p> <p>IMPORTANT:</p> <p>(i) Academic dress should be returned by Friday, December 24, 2021; a surcharge of KShs. 100.00** per day will be levied on all items returned after the given deadline.</p> <p>(ii) All Diplomas, Bachelors and Masters degrees certificates will be available for collection from the Central Examinations Centre, Chiromo Campus one and a half (1½) months from the date of graduation as will be advertised through the local dailies. Any Certificate not collected by Friday, January 28, 2022 will be liable to a storage charge of Kshs. 1000.00 per year, or part thereof.</p> <p>(iii) PhD degree certificates will be issued during the graduation.</p> <p>** Legal action will be taken against defaulters.</p> <p align="center">WEBUYE,H.O.D ACADEMIC REGISTRAR</p>	