

KABALE

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THE OFFICE OF THE ACADEMIC REGISTRAR

16th May 2022

To: All Potential Graduands

From: Academic Registrar 

RE: CLEARING FOR GRADUATION AT DEPARTMENTAL LEVEL

As you may be aware, you are supposed to clear with the following offices before graduation;

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|-------------------------------|------------------|
| i. Custodian | v. Finance |
| ii. Librarian | vi. Registration |
| iii. Dean of Students | vii. Examination |
| iv. Head of Department | |

While clearing with the **Head of Department**, ensure that when issued with a Testimonial, you check the following;

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|--------------------|------------------------|
| i. Name | v. Results |
| ii. Gender | vi. Date of Completion |
| iii. Date of Birth | vii. Photo |
| iv. Nationality | |

You are required to confirm that your **Results** plus all the above mentioned **Attributes** are true by signing and appending a statement to that effect (I confirm that this Testimonial is a true copy of my Results)

All students who have already cleared with the Heads of Department but have not confirmed the correctness of their Testimonials with regard to all the above, must go back and confirm.

Copied to:

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| 1. Vice Chancellor | 6. Deans & HoDs |
| 2. Deputy Vice Chancellor (Academic Affairs) | 7. Senior Assistant Academic Registrars (Admissions, Examinations & Post Graduate) |
| 3. Deputy Academic Registrar | 8. Senior End User Support Officer |
| 4. University Bursar | 9. Senior Quality Assurance Officer |
| 5. University Librarian | |