

KABALE

P.O Box 317
Kabale - Uganda
Email: info@kab.ac.ug
admissions@kab.ac.ug



UNIVERSITY

Tel: 256-392-848355/04864-26463
Mob: 256-782860259
Fax: 256-4864-22803
Website: www.kab.ac.ug

OFFICE OF THE ACADEMIC REGISTRAR

29th March, 2023

TO: ALL PROSPECTIVE GRADUANDS

FROM: ACADEMIC REGISTRAR

RE: CLEARANCE STEPS IN PREPARATION FOR THE 7TH GRADUATION CEREMONY WHICH WILL BE HELD ON 2ND JUNE, 2023

Clearance with relevant offices shall take place from 17th April- 19th May 2023 and the following steps shall be followed:

1. Students pick a clearance form from the Custodian's office and clear with that office.
2. Student clears with the University Library.
3. Student clears with the Dean of Students.
4. Student clears with the respective Faculty.
5. Student clears with the Bursar's office and receives a financial statement.
6. Student clears with the Registrar's Office:
 - a. Admission/ Registration Office
 - b. Examination Office
 - c. The systems Administration (proof – reading transcript draft inclusive)

Copy to:

Vice Chancellor
DVC, Academic Affairs
DVC, Finance and Administration
University Secretary
University Bursar
Dean of Students

University Librarian
Faculty Deans and Directors
Senior Quality Assurance Officer
Chief Custodian
Guild President
Guild Information Minister