




**OFFICE OF THE ACADEMIC REGISTRAR**

17<sup>th</sup> May 2024

**To** All Prospective Graduands

**From:** Academic Registrar 

**RE: Clearance steps in preparation for the 8<sup>th</sup> Graduation Ceremony  
which will be held on 28<sup>th</sup> June 2024**

Clearance with all relevant offices shall take place from

**21<sup>st</sup> May- 14<sup>th</sup> June 2024** and the following steps shall be followed:

1. Student picks a clearance form from the Custodian's office and clears 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 and receives a results testimonial
5. Student clears with the Bursar's office and receives a financial statement confirming payment of all fees and Shs. 150,000 Graduation fee.
6. Student clears with the Registrar's office:
  - a) Admission/ Registration Office
  - b) Examination Office
  - c) The transcript office proofreads the transcript draft

Copy to:

Vice Chancellor  
Deputy Vice Chancellor (Finance & Administration)  
University Secretary  
University Bursar  
University Librarian  
Dean of Students  
Faculty Deans and Directors  
Deputy Chief, Quality Assurance  
Chief Custodian  
Guild President