



OFFICE OF THE ACADEMIC REGISTRAR

12th September 2024

TO: All Prospective Graduands

FROM: ACADEMIC REGISTRAR

RE: **Clearance Steps in Preparation for the 9th Graduation Ceremony
which will be held on 25th October 2024**

Clearance with the relevant offices shall take place from **16th September – 14th October 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
5. Student clears with the Bursar's office and receives a financial statement
6. Student clears with the Registrar's Office:
 - a) Admissions/ Registration Office
 - b) Examination Office
 - c) System Administration (Proof- reading transcript drafts inclusive)

Copied to:

Vice Chancellor

Deputy Vice Chancellor (F&A)

University Secretary

University Bursar

Dean of Students

University Librarian

Faculty Deans and Directors

Senior Communication and Branding
Officer

Chief Custodian

Guild President

Guild Information Minister

Assistant Director Quality Assurance