



OFFICE OF THE ACADEMIC REGISTRAR

19th September 2025

To All Prospective Graduands

From: Academic Registrar

RE: Clearance steps in preparation for the 10th Graduation Ceremony which will be held on 31st October 2025

Clearance with all relevant offices shall take place from **22nd September – 18th October 2025** 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. 200,000 Graduation fee.
6. Student clears with the Registrar's office:
 - a) Admission/ Registration Office
 - b) Examination Office
 - c) The transcript office proof reads the transcript draft

Copy to:

Vice Chancellor
Deputy Vice Chancellor (AA)
University Secretary
University Bursar
University Librarian
Dean of Students
Faculty Deans and Directors
Senior Quality Assurance Officer
Communication and Branding office
Chief Custodian
Guild President
Guild Information Minister