



OFFICE OF THE ACADEMIC REGISTRAR

9th September 2026

To All Prospective Graduands

From: Academic Registrar 

RE: Clearance steps in preparation for the 11th Graduation Ceremony which will be held on 30th October 2026

Clearance with all relevant offices shall take place from

14th September – 14th October 2026 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) Student picks a dummy transcript from the Record Office, proof reads it and returns it with the clearance form
 - b) The Records Office submits the student's file to the Admission/Registration Office
 - c) The Admissions Office verifies the student's documents in the file
 - d) The Examination Office verifies the entire clearance process

Copy to:

Vice Chancellor
Deputy Vice Chancellor
(AA)
Deputy Vice Chancellor
(F&A)
University Secretary
University Bursar
University Librarian

Dean of Students
Faculty Deans and Directors
Principal Quality Assurance Officer
Communication and Branding
office
Chief Custodian
Guild President