



UNIVERSITY OF EMBU

OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMICS, RESEARCH AND EXTENSION)

INTERNAL MEMO

FROM: Deputy Vice-Chancellor (ARE)

DATE: 3rd December, 2020

TO: All Prospective Graduands
5th Graduation Ceremony

REF: UoEm/DVC(ARE)/GRAD/VOL.1/001

SUBJECT: ISSUANCE OF GOWNS FOR THE 5TH GRADUATION CEREMONY

This is to inform all prospective graduands for the 5th University of Embu Graduation Ceremony that the Academic Attire (gowns) will be issued at the store located in the basement of the Prof. George Magoha Library from **Monday, 7th December 2020 to Thursday, 10th December 2020** and **NOT** from Thursday, 3rd December, 2020 as earlier communicated in the circulated 5th Graduation Ceremony announcement.

All prospective graduands who wish to hire graduation gowns for their use will be expected to:

1. Have cleared all pending fees owed to the University
2. Pay both the Graduation Fee and the Hire of Gown Fee
3. **Download** and fill the **Academic Attire Issuance Form** from www.embuni.ac.ke
4. Obtain confirmation of payment / clearance from Finance Department
5. Present the Student ID card and the **Academic Attire Issuance Form** duly cleared and stamped by finance for issuance of the gown.

The Gowns will be issued as follows:

Issuance dates: Monday, 7th Dec. 2020 to Thursday, 10th Dec. 2020

Time: 9.00 a.m. – 4.00 p.m.

Venue: Prof. G. Magoha Library – Basement Stores

Thank you,

Prof. Kiplagat Kotut,
DEPUTY VICE-CHANCELLOR(ARE)

KK/in

Copies to: Vice-chancellor -Director TPS
Registrar ARE -Director, BPS
Deans of Schools



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Knowledge Transforms



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