



# UNIVERSITY OF EMBU

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

### INTERNAL MEMO

**FROM:** Deputy Vice-Chancellor (ARE)    **DATE:** 13<sup>th</sup> September, 2019

**TO:** All 2019 Graduates

**REF:** UoEm /EXAMS/GRAD/VOL.5 /046

**SUBJECT: ISSUANCE OF CERTIFICATES AND TRANSCRIPTS**

This is to notify all the 2019 Graduates that Certificates and Transcripts will be issued from the Examinations Office from **Monday, 23<sup>rd</sup> September, 2019** to **Wednesday, 23<sup>rd</sup> October, 2019** during working hours.

In order to be issued with Transcripts and the Certificate, graduates will be required to provide the following documents:

1. Duly filled-in University clearance form.
2. Evidence of graduation fee payment.
3. Return of graduation attire form.
4. Original and copy of National ID.
5. Student ID.

#### **Important notes:**

1. Collection of Transcripts and the Certificate by another person other than the Graduate is discouraged. However, in the event that a Graduate is unable to do so personally, the person sent to collect the same will be required to produce the following additional documents:
  - a) Original and copy of National ID of the graduate.
  - b) Duly signed authorization letter from the graduate.
  - c) His/her original National ID and a copy of the same.
2. Any certificate collected after **23<sup>rd</sup> October, 2019** will be charged storage fees of **Kshs 1,000** per year.

Thank you,

Prof. Kiplagat Kotut,

**Deputy Vice-Chancellor (Academics, Research & Extension).**

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Copies to:

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|-----------------------|--------------------------------------|
| 1. Vice-Chancellor    | 2. Deputy Vice-Chancellor (PAF)      |
| 3. Registrar (ARE)    | 4. Director, University Examinations |
| 5. All Deans          | 6. Head of Finance                   |
| 7. Head of Admissions | 8. Chairmen of Departments           |



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