



UNIVERSITY OF EMBU

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

INTERNAL MEMO

FROM: Deputy Vice Chancellor (ARE) REF: UoEm/DVC(ARE)/GRAD/VOL.1/020
TO: Prospective Graduands DATE: 17th August 2022

SUBJECT: IMPORTANT INFORMATION FOR PROSPECTIVE GRADUANDS, 2022

As you are no doubt aware, the 7th graduation ceremony and congregation of the University of Embu for the conferment of various degrees and the award of Diplomas and Certificates to candidates who qualified during the 2021/2022 Academic Year shall take place online on **16th September, 2022**.

All prospective graduands are therefore requested to take note of the following:

1. Each prospective graduand should confirm their inclusion in the graduation list that has been uploaded on the University website. Please note that only those who have met all the requirements necessary for graduation are on the list. Should your name not appear on the list and you believe you have met all the necessary requirements, please follow up with your respective School to ensure inclusion before **31st August, 2022**.
2. Your degree classification will be shared with you through your University email address. Should you not receive this email by 19th August, 2022 and you are in the graduation list, please contact the Registrar (ARE) through registrar_are2021@embuni.ac.ke for necessary assistance.
3. All graduands are required to pay graduation fee as per the table below. You are reminded that the deadline for payment of the fee is **31st August, 2022**.

Certificate/Diploma	KES. 4,000.00	Payments MUST be made to UoEm bank accounts at any of the banks listed below or through the MPESA Paybill provided; <ul style="list-style-type: none"> • Kenya Commercial Bank, Embu Branch – 1140846019 • Equity Bank, Embu Branch – 0190260737294 • National Bank, Embu Branch – 01001081259300 • MPESA Paybill – 418888
Bachelors	KES. 5,000.00	
Post Graduate Diploma	KES. 6,000.00	
Masters	KES. 6,000.00	
PhD	KES. 7,000.00	

4. Graduands who wish to hire academic attire from the University to mark the occasion are required to fill in the **Hire of Academic Attire Issuance Form** which is available on the University website. The link to the form has also been shared with you through your University email accounts. The fee for hiring the graduation attire is KES. 1,000.00 payable through any of the payment options given in the above table. Only those who are in the graduation list and will have paid both the graduation fee and the academic attire hiring fee will be issued with the attire.

For any questions/clarification, please contact your respective Schools.
Congratulations to the University of Embu Class of 2022.

Thank you,

Prof. Kiplagat Kotut,
DEPUTY VICE-CHANCELLOR (ACADEMICS, RESEARCH AND EXTENSION)

KK/rmk

