



- ANNOUNCEMENT -

9th GRADUATION CEREMONY

The 9th 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 2023/2024 Academic Year shall take place on **Thursday, 19th September, 2024** from **7.30 a.m.** at the University of Embu Grounds.

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

1. CONFIRMATION OF GRADUATION DETAILS

All prospective graduands are expected to have confirmed their details as directed through an email sent from their respective Schools sharing their provisional transcripts. **Certificates and Transcripts will ONLY be processed for Graduands who will have confirmed their details.**

2. GRADUATION APPLICATION AND PAYMENT OF FEES

Graduands will be required to apply for clearance from the University and pay a mandatory, non-refundable Graduation Fee for various awards as indicated below. The fee is inclusive of hire of academic attire. The fee must be paid not later than **Friday, 30th August, 2024.**

GRADUATION FEES	
• Certificate /Diploma	KES. 6,500
• Bachelors	KES. 7,500
• Postgraduate Diploma	KES. 8,500
• Masters	KES. 8,500
• Ph.D.	KES. 9,500

The process of applying for clearance and payment of graduation fee is as follows;

- Confirm with your School the inclusion of your name in the award list. The list has been shared through the University Website. **ONLY** those in the award list will be allowed to proceed to pay the fee.
- Log into the new student portal on the University Website.
- Confirm your fees balance (this is inclusive of graduation fees)
- Click on Students Clearance tab on the main navigation bar.
- Click on Graduation Clearance (ensure you select the correct School and Department before clicking the submit button).
- Follow the prompts to make payment if you have a balance to pay.

Note:

- Upon completion of payment, a confirmation message of your inclusion in the Graduation List shall be displayed
- Graduands must have cleared any outstanding fees arrears and all other dues owed to the University by **Friday, 30th August, 2024**, failure to which one will not be allowed to graduate.
- For any assistance, contact the Head of ICT through 0723363212 or dir.ict@embuni.ac.ke

4. ACADEMIC ATTIRE

(i) Issuance of Academic Attire

Academic attire will be available for issue at the **Academic Attire Store, behind Prof. George Magoha Library next to the School of Law Offices, University of Embu** from **Thursday, 12th September, 2024** to **Wednesday 18th September, 2024** between 9:00 a.m. and 4:00 p.m.

(ii) Return of Academic Attire

The academic attire must be returned on or before 5:00 p.m. on **Monday, 30th September, 2024.** A surcharge of **KES. 500 (Five Hundred Shillings only)** per day will be charged for any attire returned after the deadline.