



- ANNOUNCEMENT -

10th GRADUATION CEREMONY

The 10th 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 2024/2025 Academic Year shall take place on Friday, 12th September, 2025 from 7.30 a.m. at the University of Embu Grounds.

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

1. GRADUATION APPLICATION AND PAYMENT OF FEES

Graduands will be required to apply for clearance 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, 29th August, 2025**.

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 will be as follows;

- Confirm from your student email that you have received a notification message stating that you have been included in the award list. If you have completed your studies and you expect to graduate but have not receive this notification, confirm your status with your respective School. **ONLY** those in the award list and with zero balance will be allowed to proceed.
- Log in to the student portal on the University Website.
- Click on the Students Clearance tab on the main navigation bar.
- Click on the Graduation Clearance tab (ensure the correct School and Department are captured before clicking the submit button)
- A prompt will appear guiding you on how to confirm the order and correctness of your name. Please ensure that your name is captured correctly as that is how it will be included in your certificate. If it is incorrect, follow up with the Admissions Office before submitting.
- Once you submit your request for graduation clearance, an invoice of the graduation fee will be generated in your account. Click on the Finance tab on the main navigation bar then on fee payment and follow the prompts to make payment.

2. INCLUSION IN THE GRADUATION LIST

A final graduation list capturing those who have been cleared for graduation will be uploaded to the University Website. Graduands must have cleared any outstanding fees arrears and all other dues owed to the University by **Friday, 29th August, 2025**, failure to which one will not be included in the graduation list and thus will not be allowed to graduate.

3. ACADEMIC ATTIRE

(i) Issuance of Academic Attire

Academic attire will be available for issue at the **Academic Attire Store, behind the George Magoha Library next to the School of Law Offices**, University of Embu from **Monday, 8th September, 2025 to Wednesday 10th September, 2025** 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, 29th September, 2025**. A surcharge of **KES. 500 (Five Hundred Shillings only)** per day will be charged for any attire returned after the deadline.