



ANNOUNCEMENT

11th GRADUATION CEREMONY

The 11th 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 2025/2026 Academic Year will take place on **Friday, 21st August 2026**, 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 as indicated below. The fee is inclusive of the hire of academic attire and must be paid on or before **Friday, 7th August, 2026**.

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 for Graduation Fee is as follows;

- Check in your student email for 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 received this notification, confirm your status with your respective School.
- 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 that 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 indicated in your certificate. If it is incorrect, follow up with the Admissions Office to correct as appropriate before submitting.
- Once you submit your request for graduation clearance, an invoice for 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 the payment.

2. INCLUSION IN THE GRADUATION LIST

A final graduation list capturing those who have been cleared for graduation will be uploaded on the University Website. Prospective graduands must have cleared any outstanding fee arrears and all other dues owed to the University by **Friday, 7th August 2026**, 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 **Prof. George Magoha Library**, next to the **School of Law Offices**, University of Embu, from **Monday, 17th August, 2026** to **Wednesday, 19th August, 2026**, between 9:00 a.m. and 4:00 p.m. daily.

(ii) Return of Academic Attire

The academic attire should be returned on or before 5:00 p.m. on **Monday, 7th September, 2026**. A surcharge of **KES. 500 (Five Hundred Shillings only)** per day will be charged for any attire returned after the deadline.

FOR MORE INFORMATION, PLEASE CONTACT:

OFFICE OF THE REGISTRAR (ACADEMIC, RESEARCH & EXTENSION), UNIVERSITY OF EMBU

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