



UNIVERSITY OF NAIROBI

GRADUANDS CLEARANCE FORM

A	<p>HIRE OF ACADEMIC DRESS: 73RD GRADUATION CEREMONY - FRIDAY SEPTEMBER 19, 2025 (to be completed in triplicate)</p> <p>NAME _____ (First name) (Middle Name/s) (Last name/surname)</p> <p>REGISTRATION NO: _____</p> <p>FACULTY _____</p> <p>Contact Address: _____ Postal Code: _____ Town/City: _____</p> <p>Tel: _____ Mobile No.: _____ E-mail: _____</p> <p>(NOTE): UNDERGRADUATE REGULAR STUDENTS ARE CLEARED BY THEIR RESPECTIVE FACULTY ACCOUNTANT. ALL OTHER STUDENTS ARE CLEARED BY THE STUDENT FINANCE OFFICE, GANDHI WING, GROUND FLOOR - ROOM G3.</p>																		
B	<p>FACULTY ACCOUNTANT (Delete as appropriate/) I confirm that the above-named graduand has:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">(i) Cleared all the University debts:</td><td></td></tr> <tr> <td>(ii) Paid the Graduation/Convocation fees</td><td style="text-align: right;">KShs. 1000.00*</td></tr> <tr> <td>(iii) Congregation fee for those who will attend physically</td><td style="text-align: right;">KShs. 2,500.00</td></tr> <tr> <td>(iii) Paid the Graduation Gown hire charges in respect of:</td><td></td></tr> <tr> <td> (a) Gown (Diploma, Bachelors/Masters/Doctorate)</td><td style="text-align: right;">KShs. 3000.00</td></tr> <tr> <td> (b) Hood (Bachelors/Masters/Doctorate)</td><td style="text-align: right;">KShs. 500.00</td></tr> <tr> <td> (c) Cap (Bachelors/Masters/Doctorate)</td><td style="text-align: right;">KShs. 500.00</td></tr> <tr> <td> Total amount received</td><td style="text-align: right;"><u>KShs. 4000.00</u></td></tr> <tr> <td>(d) Did not hire the academic dress.</td><td></td></tr> </table> <p>Cashier's Signature and Rubber Stamp: _____</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> <p>* This payment is compulsory whether one attends the graduation ceremony or not.</p> </div>	(i) Cleared all the University debts:		(ii) Paid the Graduation/Convocation fees	KShs. 1000.00*	(iii) Congregation fee for those who will attend physically	KShs. 2,500.00	(iii) Paid the Graduation Gown hire charges in respect of:		(a) Gown (Diploma, Bachelors/Masters/Doctorate)	KShs. 3000.00	(b) Hood (Bachelors/Masters/Doctorate)	KShs. 500.00	(c) Cap (Bachelors/Masters/Doctorate)	KShs. 500.00	Total amount received	<u>KShs. 4000.00</u>	(d) Did not hire the academic dress.	
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C	<p>GRADUAND: I hereby confirm that I have received item a only or items a, b and c as indicated in (iii) above/Did not hire the Academic Dress. (Delete as is appropriate)</p> <p>Signature: _____ Date: _____</p>																		
D	<p>THIS SECTION SHOULD BE SIGNED BY THE FACULTY OFFICIAL AFTER RECEIVING BACK THE ITEMS. I confirm that the above-named person has now returned item a or items a, b and c that were on hire/Did not hire the Academic Dress and he/she is duly given authority to collect his/her diploma/degree certificate.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____ SIGNATURE & RUBBER STAMP FACULTY REGISTRAR.</p> </div> <div style="width: 35%; text-align: center;"> <p>_____ DATE</p> </div> </div>																		
	<p>NOTE:</p> <ul style="list-style-type: none"> (i) One copy of this form will be retained by the Faculty official in-charge of the academic dress. (ii) The graduand will retain the other two copies which will ultimately be handed over to the official receiving back the items, see section 'D' above. (iii) The third signed copy will be retained and presented to the person issuing the degree certificate. <p>IMPORTANT:</p> <ul style="list-style-type: none"> (i) Academic dress should be returned by Tuesday, September 30, 2025; a surcharge of KShs. 100.00** per day will be levied on all items returned after the given deadline. (ii) All Diplomas, Bachelors and Masters degrees certificates will be available for collection from the Central Examinations Centre, Chiromo Campus one and a half (1½) months from the date of graduation as will be advertised through the University of Nairobi website. Any Certificate not collected by Friday, October 31, 2025 will be liable to a storage charge of KShs. 1000.00 per year, or part thereof. (iii) PhD degree certificates will be issued during graduation. <p>** Legal action will be taken against defaulters.</p> <p style="text-align: center; margin-top: 20px;">WEBUYE, H.O.D. ACADEMIC REGISTRAR</p>																		