

# NOTICE

## THE UNIVERSITY OF NAIROBI

### FACULTY OF ARTS

#### GRADUATING STUDENTS

- To check the graduation list on the Faculty of Arts website (arts.uonbi.ac.ke).
- To check clearance status through the portal.
- The final clearance station is the registrar's office, ED -9.
- To pay Ksh 4,000 to the following account - 073-1100217, BBK Westlands.
- To download graduand's clearance forms from the Faculty website.
- The graduand's clearance form to be filled in triplicate and presented to the bursar for signature and stamp, before collecting the graduation attire.
- The graduation attire will be issued with effect from 24th-29th November, 2014 as per the notice on the Faculty notice board.

Dean's office





**UNIVERSITY OF NAIROBI  
GRADUANDS CLEARANCE FORM**

**HIRE OF ACADEMIC DRESS: 52<sup>nd</sup> GRADUATION CEREMONY - FRIDAY DECEMBER 5, 2014**  
(to be completed in triplicate)

NAME \_\_\_\_\_  
(Surname) (Other Names)

REGISTRATION NO: \_\_\_\_\_ COLLEGE: \_\_\_\_\_

FACULTY /INSTITUTE/SCHOOL: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Town/City: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**(NOTE):** POSTGRADUATE REGULAR STUDENTS ARE CLEARED BY THE STUDENTS' FINANCE OFFICER AT GANDHI WING, GROUND FLOOR, ROOM G2; ALL OTHER STUDENTS ARE CLEARED BY THEIR RESPECTIVE COLLEGE BURSARS OR THE UNES FINANCE OFFICE, GANDHI WING, GROUND FLOOR, ROOM G3.

**B STUDENTS' FINANCE OFFICER/COLLEGE BURSAR (Delete as appropriate)**

I confirm that the above-named graduand has:

- (i) Cleared all the University debts:
  - (ii) Paid the Graduation/Convocation fees KShs. 1000.00\*
  - (iii) Paid the hire charges in respect of:
    - (a) Gown (Bachelors/Masters/Doctorate) Kshs. 2000.00
    - (b) Hood (Bachelors/Masters/Doctorate) Kshs. 500.00
    - (c) Cap (Bachelors/Masters/Doctorate) Kshs. 500.00
- Total amount received Kshs. 4000.00**
- (d) Did not hire the academic dress.

\* This payment is compulsory whether one attends the graduation ceremony or not.

Cashier's Signature and Rubber Stamp: \_\_\_\_\_

**C GRADUAND:** I hereby confirm that I have received a, b, or c items as indicated in (iii) above/Did not hire the Academic Dress. (Delete as appropriate)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**D THIS SECTION SHOULD BE SIGNED BY THE COLLEGE OFFICIAL AFTER RECEIVING BACK THE ITEMS.**

I confirm that the above-named person has now returned a, b or c items that were on hire/Did not hire the Academic Dress and he/she is duly given authority to collect his/her diploma/degree certificate.

\_\_\_\_\_  
SIGNATURE & RUBBER STAMP FOR: COLLEGE REGISTRAR DATE

**NOTE:**

- (i) One copy of this form will be retained by the college 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) One of the signed copies will be retained and presented to the person issuing certificates.

**IMPORTANT:**

- (i) Academic dress should be returned by **Friday, December 19, 2014**; a surcharge of **KShs. 50.00\*\*** 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 with effect from **Monday January 19, 2015**. Any Certificate not collected by **Friday, February 27, 2015** will be liable to a storage charge of **Kshs. 1000.00** per Year or part thereof. For the avoidance of doubt, any part of a year after the expiry of the collection date shall still attract a storage charge of **Kshs. 1,000/=**.

\*\* Legal action will be taken against defaulters.

B.M. WAWERU  
ACADEMIC REGISTRAR (Ag.)