



**KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)**

FORM AFG1: APPLICATION FOR GRADUATION

(To be filled in **Quadruplicate** - original to the **Registrar (Academic)**, 1st copy to **Dean of School**, 2nd copy to **Student Finance** and 3rd copy to be retained by **the applicant**)

SECTION A (Caution to all Applicants)

Please note that the following irregularities are prohibited and will lead to disqualification and further disciplinary action against the applicants involved:-

1. Claiming for marks in a unit or units not validly registered in the Semester they were taken.
2. Applying for graduation when one had not completed their studies by the Semester and Academic Year stipulated for the December 2016 graduation- **i.e. Regular, Institutional-Based and Digital School students who have already completed their studies or will have done so by the end of August, 2016.**
3. Applying for graduation when one is either on suspension or has been discontinued.
4. Applying for graduation when one has more than one retake (for undergraduates) or a supplementary (for postgraduates).
5. Giving false information in this graduation application form.

SECTION B (Applicant's Personal and Academic Details)

1. Application for the (Month) _____ (Year) _____ Graduation
2. School _____
3. Name: Last Name (Surname) _____
First Name _____
Middle Name (s) _____
4. E-Mail Address _____
5. Cell Phone Number (s) _____

6. Registration Number _____
7. Degree/Diploma/Certificate Programme (and option/specialization where applicable)

8. Number of units required to graduate _____
9. Number of units completed _____
10. Semester/Session _____ and Academic Year _____ of completion
11. Order in which name should be printed on the Certificate:-

SECTION C (Personal Declaration by Applicant)

I declare that the information given in this form is true and correct, and that I have read and fully understood the irregularities and penalties contained in Section A above before submitting this application.

NOTE (1) The schools of Education, Engineering and Medicine **do not allow graduation with a retake in any of their Schools' units.**

(2) Those wishing to graduate with one retake (where applicable) must apply to do so to the Registrar (Academic) **by 16th November, 2016.**

(3) All applicants must confirm with Student Finance that they have no fees balances by **16th November, 2016** to ensure they will be included in the final graduation list.

Applicant's Signature _____ Date _____

SECTION D (For official use only)

1. Graduation Recommended/Not Recommended to Senate _____
2. Degree/Diploma/Certificate to be awarded _____
3. Class/Credit (where applicable) _____
4. Dean's Signature _____ Date _____
5. School Stamp _____