



**UNIVERSITY OF NAIROBI  
GRADUANDS CLEARANCE FORM**

<b>A</b>	<p align="center"><b>HIRE OF ACADEMIC DRESS: 72<sup>ND</sup> GRADUATION CEREMONY - FRIDAY DECEMBER 13, 2024</b> (to be completed in triplicate)</p> <p><b>NAME</b> _____ (First name) (Middle Name/s) (Last name/surname)</p> <p><b>REGISTRATION NO:</b> _____</p> <p><b>FACULTY</b> _____</p> <p><b>Contact Address:</b> _____ <b>Postal Code:</b> _____ <b>Town/City:</b> _____</p> <p><b>Tel:</b> _____ <b>Mobile No.:</b> _____ <b>E-mail:</b> _____</p> <p><b>(NOTE): ALL STUDENTS ARE CLEARED BY THEIR RESPECTIVE FACULTY ACCOUNTANT.</b></p>																			
<b>B</b>	<p><b>FACULTY ACCOUNTANT (Delete as appropriate)</b> I confirm that the above-named graduand has:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(i) Cleared all the University debts:</td> <td></td> </tr> <tr> <td>(ii) Paid the Graduation/Convocation fees</td> <td align="right">KShs. 1,000.00*</td> </tr> <tr> <td>(iii) Congregation fee</td> <td 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 align="right">Kshs. 3,000.00</td> </tr> <tr> <td>    (b) Hood (Bachelors/Masters/Doctorate)</td> <td align="right">Kshs. 500.00</td> </tr> <tr> <td>    (c) Cap (Bachelors/Masters/Doctorate)</td> <td align="right">Kshs. 500.00</td> </tr> <tr> <td>        <b>Total amount received</b></td> <td align="right"><b><u>Kshs. 7,500.00</u></b></td> </tr> <tr> <td>(d) Did not hire the academic dress.</td> <td></td> </tr> </table> <p><b>Cashier's Signature and Rubber Stamp:</b> _____</p>		(i) Cleared all the University debts:		(ii) Paid the Graduation/Convocation fees	KShs. 1,000.00*	(iii) Congregation fee	Kshs. 2,500.00*	(iii) Paid the Graduation Gown hire charges in respect of:		(a) Gown (Diploma, Bachelors/Masters/Doctorate)	Kshs. 3,000.00	(b) Hood (Bachelors/Masters/Doctorate)	Kshs. 500.00	(c) Cap (Bachelors/Masters/Doctorate)	Kshs. 500.00	<b>Total amount received</b>	<b><u>Kshs. 7,500.00</u></b>	(d) Did not hire the academic dress.	
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<b>C</b>	<p><b>GRADUAND:</b> I hereby confirm that I have received item <b>a only</b> or items <b>a, b and c</b> as indicated in (iii) above/Did not hire the Academic Dress. <b>(Delete as is appropriate)</b></p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p>																			
<b>D</b>	<p><b>THIS SECTION SHOULD BE SIGNED BY THE FACULTY OFFICIAL AFTER RECEIVING BACK THE ITEMS.</b> I confirm that the above-named person has now returned item <b>a</b> or items <b>a, b and c</b> 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> <p>_____</p> <p><b>SIGNATURE &amp; RUBBER STAMP</b> <span style="float: right;"><b>DATE</b></span> <b>FACULTY REGISTRAR.</b></p>																			
	<p><b>NOTE:</b></p> <p>(i) One copy of this form will be retained by the Faculty official in-charge of the academic dress.</p> <p>(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.</p> <p>(iii) The third signed copy will be retained and presented to the person issuing the degree certificate.</p> <p><b>IMPORTANT:</b></p> <p>(i) Academic dress should be returned by <b>Wednesday, December 18, 2024</b>; a surcharge of <b>KShs. 100.00**</b> per day will be levied on all items returned after the given deadline.</p> <p>(ii) All Diplomas, Bachelors and Masters degrees certificates will be available for collection from the Central Examinations Centre, Chiromo Campus one (1) month from the date of graduation as will be advertised through the University of Nairobi website. Any Certificate not collected by <b>Friday February 14, 2024</b> will be liable to a storage charge of Kshs. <b>1,000.00</b> per year, or part thereof.</p> <p>(iii) PhD degree certificates will be issued during graduation.</p> <p><b>** Legal action will be taken against defaulters.</b></p> <p align="center"><b>WEBUYE, H.O.D. ACADEMIC REGISTRAR</b></p>																			