



**UNIVERSITY OF NAIROBI  
GRADUANDS CLEARANCE FORM**

<b>A</b>	<p align="center"><b>HIRE OF ACADEMIC DRESS: 66<sup>TH</sup> GRADUATION CEREMONY - FRIDAY DECEMBER 17, 2021</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> _____ <b>YEAR OF ADMISSION</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>	
<b>B</b>	<p><b>COLLEGE BURSAR/ CESSP (Delete as appropriate/)</b> I confirm that the above-named graduand has:</p> <p>(i) Cleared all the University debts:</p> <p>(ii) Paid the Graduation/Convocation fees KShs. 1000.00*</p> <p>(iii) Paid the Graduation Gown hire charges in respect of:</p> <p>(a) Gown (Diploma, Bachelors/Masters/Doctorate) KShs. 3000.00</p> <p>(b) Hood (Bachelors/Masters/Doctorate) KShs. 500.00</p> <p>(c) Cap (Bachelors/Masters/Doctorate) KShs. 500.00</p> <p><b>Total amount received</b> <u><b>Kshs. 5000.00</b></u></p> <p>(d) Did not hire the academic dress.</p> <p><b>Cashier's Signature and Rubber Stamp:</b> _____</p>	<p>* This payment is compulsory whether one attends the graduation ceremony or not.</p>
<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. (Delete as is appropriate)</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>_____ <span style="float:right">_____</span></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 college 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>Friday, December 24, 2021</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 and a half (1½) months from the date of graduation as will be advertised through the local dailies. Any Certificate not collected by <b>Friday, January 28, 2022</b> will be liable to a storage charge of Kshs. <b>1000.00</b> per year, or part thereof.</p> <p>(iii) PhD degree certificates will be issued during the graduation.</p> <p><b>** Legal action will be taken against defaulters.</b></p> <p align="center">WEBUYE,H.O.D ACADEMIC REGISTRAR</p>		