



**UNIVERSITY OF NAIROBI  
GRADUANDS CLEARANCE FORM**

<b>A</b>	<p><b>HIRE OF ACADEMIC DRESS: 70<sup>TH</sup> GRADUATION CEREMONY - FRIDAY DECEMBER 15, 2023</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):</b> 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>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: 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>        <b>Total amount received</b></td> <td style="text-align: right;"><b><u>Kshs. 5000.00</u></b></td> </tr> <tr> <td>(d) Did not hire the academic dress.</td> <td></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;"> <p>* This payment is compulsory whether one attends the graduation ceremony or <b>not</b>.</p> </div> <p><b>Cashier's Signature and Rubber Stamp:</b> _____</p>	(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	<b>Total amount received</b>	<b><u>Kshs. 5000.00</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 20, 2023</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 University of Nairobi website. Any Certificate not collected by <b>Friday, February 9, 2024</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 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>																		