UNIVERSITY OF NAIROBI

GRADUANDS CLEARANCE FORM

A

HIRE OF ACADEMIC DRESS: 76TH GRADUATION CEREMONY - FRIDAY DECEMBER 11, 2026

(to be completed in triplicate)

NAME _____

(**First name**) (**Middle Name/s**) (**Last name/surname**)

REGISTRATION NO: _____

FACULTY _____

Contact Address:_____ **Postal Code**:_____**Town/City**:_____

Tel:_____**Mobile No**.:_____**E-mail**:_____

NOTE: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.

B

FACULTY ACCOUNTANT (**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) Congregation fee 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

Total amount received **Kshs. 7,500.00**

(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 item **a only** or items **a, b and c** as indicated in (iii) above/Did not hire the Academic Dress. (**Delete as is appropriate)**

Signature:_____ **Date:**_____

D

THIS SECTION SHOULD BE SIGNED BY THE FACULTY OFFICIAL AFTER RECEIVING BACK THE ITEMS.

I confirm that the above-named person has now returned item **a** or items **a, b and c** 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 **DATE**

FACULTY REGISTRAR.

NOTE:

(i) One copy of this form will be retained by the Faculty 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) The third signed copy will be retained and presented to the person issuing the degree certificate.

IMPORTANT:

(i) Academic dress should be returned by Tuesday,**December 15, 2026;** a surcharge of **KShs. 100.00**** 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 one (1) month from the date of graduation as will be advertised through the University of Nairobi website. Any Certificate not collected by **Friday February 5, 2027** will be liable to a storage charge of Kshs**. 1,000.00** per year, or part thereof.

(iii) PhD degree certificates will be issued during graduation.

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

WEBUYE, H.O.D.
ACADEMIC REGISTRAR