



**UNIVERSITY OF KABIANGA**  
*ISO 9001:2015 CERTIFIED*  
**OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS**

**INTERNAL MEMO**

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**FROM: REGISTRAR (ACADEMIC AFFAIRS)      DATE: 7<sup>TH</sup> JANUARY, 2025**

**TO:      DIRECTOR ICT      REF: UoK /EXAM/0025/VOL.4/002**

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**SUBJECT:      COLLECTION OF CERTIFICATES FOR 2023/2024 ACADEMIC YEAR GRADUATES**


This is to request you to post in the University website a notification to the students who graduated on **15<sup>th</sup> November, 2024** that their certificates are ready for collection from the office of the Registrar (Academic Affairs) with effect from **Monday, 13<sup>th</sup> January, 2025**

**Below are the requirements for collection of certificates**

- (i) **All graduates must produce the following original documents:**
- **Graduation fee receipt**
  - **National identity card**
  - **Dully filled clearance form**
  - **Gown collection form**
  - **Certificates for previous qualifications e.g K.C.S.E, P1**

- (ii) Certificates not collected within one year after graduation shall attract an annual storage fee of Kshs. 2,000 or such amount as may be determined by Senate from time to time.
- (iii) Once a certificate has been collected, it shall not be accepted back for rectification or for any changes to be made.
- (iv) Under no circumstance shall the University replace certificates.

  
**DR. CECILIA C. SANG**  
**REGISTRAR (ACADEMIC)**

  
UNIVERSITY OF KABIANGA  
REGISTRAR  
07 JAN 2025  
ACADEMIC AFFAIRS  
P.O. Box 2030-20200, KERicho. \*

CC: Vice Chancellor  
Deputy Vice Chancellor (A&SA)  
Deputy Vice Chancellor (A&F)  
Deputy Vice Chancellor (PR&D)