



MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

INTERNAL MEMO

Office of the Registrar (Academic Affairs)

FROM: Ag. Registrar (AA)

DATE: 3rd October 2017

**TO: ALL 2017 GRADUATING
STUDENTS**

REF. NO. : MMU/COR: 501168 Vol 2 (302)

SUBJECT: SUBMISSION OF A COPY OF CLEARANCE FORM TO THE DEAN OF SCHOOL

This is to remind all 2016/2017 Academic Year finalist students intending to graduate on 15th December 2017, that they must clear with Finance by 30th October 2017 for their name to be processed for the 2017 graduation.

All the concerned students are asked to present a copy of the clearance form signed by the Finance Officer to the Dean of the School by 30th October 2017. No name shall be included in the graduation booklet without submission of the clearance form to the Dean of School.

By copy of this memo, all Deans of Schools are asked not to include any name on the Graduation and Award lists without a clearance form from the Finance Office.

REGISTRAR (AA)
MASINDE MULIRO UNIVERSITY OF
SCIENCE & TECHNOLOGY
P. O. Box 190 - 50100, KAKAMEGA. (K)
Date:....., sign:.....

Dr. C. K. Onyancha

Ag. Registrar (Academic Affairs)

CKO/no

Copy to:

- Vice Chancellor
- Deputy Vice Chancellor (A &SA)
- Deputy Vice Chancellor (A&F)
- Deputy Vice Chancellor (PR&I)
- Deans of Schools
- Chairpersons of Departments
- Coordinators of Campuses
- Finance Officer
- SAR-Admissions and Student Registry
- Registrar – Vision Institute of Professionals (VIP)
- Webmaster
- All noticeboards