

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

INTERNAL MEMO

Office of the Registrar (Academic Affairs)

From: Registrar (Academic Affairs)

Date: 7th August, 2024

To: ALL 2024 Graduands

Ref. No.: MMU/COR:501168(516)

SUBJECT: APPLICATION FOR GRADUATION FORM(S)

This is to inform all 2024 graduands clearing for the upcoming 21st Graduation Ceremony that the Application for Graduation Form 2024 is now available on the MMUST Website. The Graduands are expected to submit the forms as follows;

1. **Original to respective Schools** – To confirm and approve their graduation status. The original shall be retained by the respective school for onward forwarding to the Registrar, Academic Affairs for certificate processing.
2. **1st copy to Admissions' Office** – To ensure the order of names in the system are as per the Identity Card attached. This will assist in ensuring that the names are uniform on both the Certificates and Transcripts as per the Certificates and Transcripts Policy.
3. **3rd Copy** shall be retained by the applicant.

For any inquiries kindly contact: certificates.registraraa@mmust.ac.ke

Thank you.


REGISTRAR (AA)
MASINDE MULIRO UNIVERSITY OF
SCIENCE & TECHNOLOGY
P. O. Box 198, 50100, KAKAMEGA. (K)
Date:..... sign:.....

Prof. Judah Ndiku

REGISTRAR, ACADEMIC AFFAIRS

JN/rs

Copy to:

- Deputy Vice Chancellor (A&SA)
- Deputy Registrar, Academic Affairs
- SAR, Admissions and Students' Registry
- Deans of Schools
- University Webmaster
- All Noticeboards