

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)

INTERNAL MEMO

Office of the Registrar (Academic Affairs)

FROM: Registrar (Academic Affairs)

DATE: 30th October, 2025

TO: ALL 2025 Graduands

REF. NO.: MMU/COR: 501059 (562)

RE: APPLICATION FOR GRADUATION AND CLEARANCE FOR THE 22ND GRADUATION CEREMONY

The above matter refers.

Reference is made to our communication on clearance for the 22nd Graduation Ceremony and confirmation of graduation status reference MMU/COR: 501059 (560) dated 23rd October, 2025.

You are advised to apply for graduation and clear online through the following procedure;

1. Open your browser.
2. Log into clearance.mmust.ac.ke using your registration number in CAPS as username and password.
3. Go to Graduation Status tab and Apply for Graduation.
4. After the application has been approved by the Office of the Registrar, Academic Affairs, You will then proceed to Apply for Clearance
5. If rejected, a reason will be provided. The system provides for a chance to resolve the issue and reset then make a fresh application for graduation and the same process applies again.
6. After the first approval, log in again and initiate the clearance process.
7. The clearance process now starts at the respective Dean of School, Library, Hostels, Student Finance and finally the Registrar, Academic Affairs for final clearance.
8. Incase, the clearance is rejected at any level, the system will display the reason and advise the student to contact the ICT helpdesk helpdesk@mmust.ac.ke for reset after sorting out the issue. This will reset the rejected status to pending at that level.
9. After the final clearance, the student will be presented with an exit questionnaire to complete.
10. Upon successful completion of the process, the student will be presented with a clearance certificate to download. The clearance certificate will be used during collection of the academic regalia and also during certificate collection.
11. You will be able to monitor the process from this portal.

For any inquiries kindly contact us through certificates.registraraa@mmust.ac.ke,
registrar.aa@mmust.ac.ke.

Thank you
REGISTRAR (AA)
MASINDE MULIRO UNIVERSITY OF
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P.O. BOX 190, 50100, KAKAMEGA. (K)

Prof. Judah Ndiku

Registrar, Academic Affairs

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