

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

Office of the Registrar, Academic Affairs

MEMORANDUM

From: Registrar, Academic Affairs

Date: 5th March, 2026

To: 2025 Graduates

Ref: MMU/COR: 501059 (583)

SUBJECT: THIRD (3RD) SCHEDULE - COLLECTION OF CERTIFICATES FOR THE 2025 GRADUATES

The subject above refers.

Certificates for the following Schools will be collected as per the indicated dates;

1. School of Business and Economics (SOBE) - 9th – 12th March, 2026.
2. School of Arts and Social Sciences (SASS) – Bachelors only - 16th-18th March, 2026.

Instructions for collection of certificates will be communicated via the Clearance Portal as follows;

1. **Status of Certificate.** This will indicate if the certificate is ready or not.
2. **Date of collection.** Certificates will only be issued as per the dates indicated in the portal. In case of a request to change the date of collection, kindly communicate using the email provided in your portal. This will enable the office give a different date for collection.
3. **Requirements for collection** (*hereby attached*). These requirements are to be strictly adhered to.
4. **Contact email.** certificates.registraraa@mmust.ac.ke, in case of any inquiries.

Log in details into the Clearance Portal is as follows;

1. Open your browser.
2. Log into clearance.mmust.ac.ke using your registration number in CAPS as username and password.
3. Contact the ICT helpdesk helpdesk@mmust.ac.ke for reset for any ICT-related issues.

REGISTRAR (AA)
MASINDE MULIRO UNIVERSITY OF
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P.O. Box 196-1100, KAKAMEGA. (K)
Prof. Judah Ndiku
Registrar (Academic Affairs)

JN/rs

Copy to:

- Vice Chancellor
- Deputy Vice Chancellor (A&SA)
- Deputy Registrar (AA)
- Deans of Schools
- Director, Quality Assurance
- Director ICT
- MMUSO President - (circulate among all students)

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**MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY
(MMUST)
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)**

**NOTICE
REQUIREMENTS FOR CERTIFICATE
COLLECTION**

1. Certificates are collected **IN PERSON** and upon provision of the following;
 - a) Original National Identity card OR Passport
 - b) Original University Clearance Certificate (generated from the Clearance Portal)
 - c) University Gown Return Form
 - d) Processed certificates are for graduates who applied for graduation and cleared fees only.
2. The University **DOES NOT** replace lost certificates.
3. Graduates of previous graduations to collect their certificates strictly on **TUESDAYS** and **THURSDAYS**.
4. Certificates are collected within a year after graduation beyond which they will attract a penalty fee of **Kshs. 2,000/-** per year.

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

Prof. Judah Ndiku

Registrar (Academic Affairs)

5th March, 2026