MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)

MEMORANDUM

Office of the Registrar (Academic Affairs)

FROM: Registrar (Academic Affairs) **DATE: 13th November, 2026**

TO: ALL 2026 Graduands **REF. NO.: MMU/COR: 501059 (562)**

RE: APPLICATION FOR GRADUATION AND CLEARANCE FOR THE 23RD GRADUATION CEREMONY

Reference is made to the announcement for the 23rd Graduation Ceremony to be held on **Friday, 11th December 2026**.

Step-by-step procedure for the online application for graduation and clearance process;

1. Open your browser. Log in to **clearance.mmust.ac.ke** using your registration number in CAPS as both username and password.
2. Click **Apply for Graduation**, fill in all the relevant fields, including **Preferred Order of Names** as they should appear on the Academic Certificate and Transcripts as follows;
   - The order of names as they should appear on the academic certificate and transcripts in reference to the names on the National ID/Passport.
   - Addition of any name not appearing on the National ID/Passport should be supported by a Legal Document. This should be communicated directly to the Office of the Registrar, Academic Affairs through certificates.registraraa@mmust.ac.ke before applying for graduation for guidance.
   - There will be **NO** use of initials. Only names in full.
   - Errors in names on the National ID/Passport should be communicated directly to the Office of the Registrar, Academic Affairs, through certificates.registraraa@mmust.ac.ke before applying for graduation for guidance.
   - Those with two (2) names should fill in the First and Last Name fields only. **DO NOT** fill in '*N/A*' or '-'. It will be considered an error.
   - Those with four (4) names, kindly fill the additional name in the Last Name field, with space between the names.
   - Errors will be penalized as per the relevant Policy.
3. After the application has been approved at the level of the Registrar, Academic Affairs, the clearance process will be activated automatically.
4. If rejected, a reason will be displayed. The system provides a chance to resolve the issue and reset, allowing a fresh application. You will be able to monitor the progress of the process from this portal.
5. The clearance process involves clearance from your respective Dean of School, Library, Hostels, Student Finance, and finally the Registrar, Academic Affairs (Admissions & Students' Registry Section). In case the clearance is rejected at any level, a reason will be displayed. After resolving the issue raised, contact helpdesk.mmust.ac.ke for a reset.
   - All Tuition and Graduation fee payments should be made via the ***Jiunge Application (E-Citizen)*** available on Google Play Store ***as Tuition fees*** by **Friday, 20th November 2026**.

6. After the final clearance, you will be presented with an exit questionnaire to complete.
7. Upon completing the clearance procedure, you will be able to download your Clearance Certificate. Please present this document when picking up your academic gown, certificate, and transcripts at the appropriate time.
   - The graduand is advised to confirm that all details indicated on the Clearance Certificate are correct. Please communicate any concerns/errors to certificates.registraraa@mmust.ac.ke for action.
8. Downloadable e-Invitation Cards will also be activated from **Monday, 7th December, 2026**.

For any inquiries regarding the process, kindly contact us at certificates.registraraa@mmust.ac.ke

Thank you.

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

Prof. Judah Ndiku
Registrar, Academic Affairs
/rs

Copy to:

- Vice Chancellor
- Deputy Vice Chancellor (A&SA)
- Deputy Vice Chancellor (A&F)
- Deputy Vice Chancellor (PR&I)
- Dean of Students
- Finance Officer
- Deputy Registrar (AA)
- Deans of Schools and Chairpersons of Departments
- Director/Coordinators of Campuses
- Director, Quality Assurance
- Manager ICT
- Ag. Chief Security Officer
- MMUSO President - (circulate among the students)