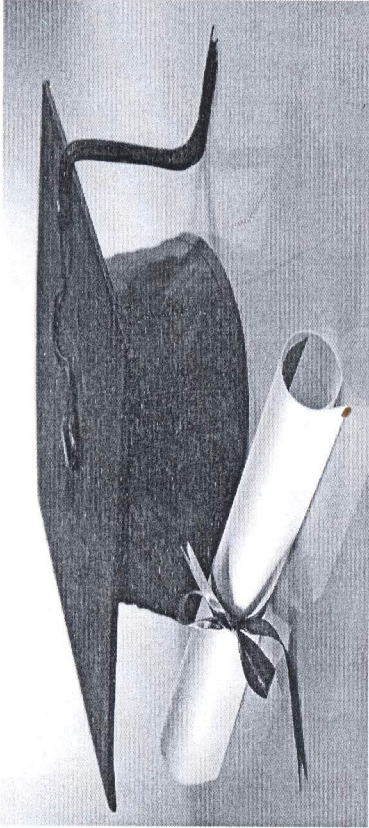


Congratulations Class of 2023



Returning graduation attire

Graduation attire should be returned before Friday, November 24, 2023, to avoid charges of Kshs.350 a day inclusive of weekends.

Collection of certificates

Kindly collect your certificate from the Limuru Campus Registry Office From Monday, January 8, 2024, to Friday, July 12, 2024, to avoid charges of Ksh.100 a day inclusive of weekends, up to a maximum of Ksh.6000.

To collect your certificate

Please remember to bring your National ID/Passport. Also, remember to bring your student ID which you have to return to the University.

If you are unable to come in person, authorize (in writing) who is to collect your certificate including their National ID number. The person will need to come with a copy of your ID plus their original ID.

If you are an international student, you can have your certificate sent by courier if you provide your physical address and telephone contact. You will be charged for courier services.

OFFICE OF THE REGISTRAR
Academic Affairs
St. Paul's University
P. O. Private Bag, Limuru - 00217
Tel: 020 - 2020505 / 510

Handwritten signature in blue ink.

ST. PAUL'S UNIVERSITY

Private Bag 00217 LIMURU, KENYA
Email: registrar-academics@spu.ac.ke
Website: www.spu.ac.ke

Tel Office: +254 (0)20 – 2020505/10
Mobile: +254 (0)728 - 669000
(0)736 - 424440

OFFICE OF THE REGISTRAR - ACADEMICS

3rd March 2023,

Dear Graduand,

RE: 32nd GRADUATION CEREMONY ON NOVEMBER 17th, 2023

Greetings,

Congratulations on your graduation. We thank God for you in achieving your desired milestone. **Please familiarize yourself with the content of this letter.**

The graduation ceremony will be held on **Friday, November 17th, 2023** at St. Paul's University, Limuru Campus starting at 9.00 am.

To ensure that your name appears on the graduation program and for the success of the day, please note the following:

Academic Requirements

1. Be sure that you have completed the required course units and obtained results for your program and confirm this with your respective department latest **Friday, September 29th, 2023**.
2. Apply for graduation through your student portal latest **Friday, September 29th, 2023**. You can monitor the clearance process in your student portal.

Financial Requirements

1. Clear with the Finance Office in your respective campus latest **Friday, September 29th, 2023** to ensure your name appears in the Graduation Programme.
2. Graduation fee including the graduation attire is as follows:
 - Certificate graduands Kshs.4,500
 - Diploma graduands Kshs.6,500
 - Undergraduate graduands Kshs.8,500
 - Masters' graduands Kshs.11,500
 - PhD graduands Kshs.15,500

For those of you who have paid part of the costs please make sure you clear the difference. **Kindly note that these rates can be revised upwards by the Board of Management.**



Academic Attire and Rehearsal Requirements

1. Graduands will be expected to wear St. Paul's University academic attire. These will be issued from the Academic Registry **in your respective campus** from **Thursday, November 9th, 2023** to **Wednesday, November 15th, 2023** between **10.00 am and 4.00 pm**. Please come with both your Student and National ID cards. **NO ATTIRE WILL BE ISSUED AFTER THIS DATE.**
2. The graduation attire is to be returned to the same office on or before **Friday, November 24th, 2023** after which a fee of **Kshs.350 per day (including weekends)** will be charged for every day exceeded.
3. Graduation Rehearsal will be on **Thursday, November 16th, 2023**, at **2.00 pm** at the Limuru Campus.
4. Failure to attend the rehearsal means not being allowed to participate in the graduation ceremony.
5. Wear St. Paul's University academic attire during the rehearsals.

Invitation Cards

Each graduand will receive (2) two graduation cards to invite family and friends. The cards may be collected from the Corporate Affairs Department in your respective Campuses between 9.00 am to 4.00 pm from **Thursday, November 9th, 2023** to **Wednesday, November 15th, 2023**. The cards will be issued to those who will have cleared by Friday 29th September 2023.

Pictures for Graduation Magazine

Photographs for the graduation magazine will be taken by the Corporate Affairs Department at the respective campuses as follows:

- Limuru Campus – Monday 26th June, 2023 from 9:00 am – 4:00 pm
- Nairobi Campus – Wednesday 28th & Thursday 29th June, 2023 from 10:00 am – 4:00 pm
- Nakuru Campus – Friday 30th June, 2023 from 10:00 am – 4:00 pm
- DL & Virtual Campus – In any of the campuses on set dates

On Graduation Day

1. The Graduation Ceremony will be on **Friday, November 17th, 2023**.
2. You must be at the graduation square robed, and seated by **9.30 a.m.** **Graduands who come late will not be allowed to participate in the ceremony.**
3. You are to remain seated until the end of the Ceremony. Your invited guests are also required to sit until the end of the Ceremony.
4. Upon graduation you will become a member of the alumni of St. Paul's University.

Certificates and Final Transcripts

1. All certificates are to be collected within six months after the graduation, i.e., from **Monday, January 8th, 2024** to **Friday, July 12th, 2024**. Failure to collect before **July 12th, 2024** will attract a storage charge of **Kshs.100** per day starting from **July 15th, 2024** up to a maximum of **Kshs.6,000**.
2. Please remember to return your Student ID and bring your National ID/Passport when collecting your certificate. International students can have their certificates sent by courier if they provide their physical address and phone contact at their respective registry.



Please note that the University will be closed from **December 15th, 2023**, to **January 8th, 2024**.

Thank you and we look forward to hearing from you.

Finally, congratulations and we hope you will enjoy this very special day.

Yours sincerely,



Dr. Ruth Ndanu King'oo,
DEPUTY REGISTRAR – ACADEMICS



Copy:

- Vice Chancellor
- DVC Academic Affairs
- DVC Finance and Administration
- Dean, School of Theology
- Dean, School of Business and Leadership Studies
- Dean, School of Communication and Computer Studies
- Dean, School of Education and Social Sciences
- Dean, School of Health Sciences
- Deputy Corporate Affairs Manager

Important Dates

Date	Time	Activity
Monday, June 26, 2023 - Friday, June 30, 2023	9.00 am - 4:00 pm	Pictures for Graduation Magazine (respective Campuses)
Friday, September 29, 2023	5.00 pm	Last day to confirm required course units to graduate with the respective department (HODs)
Friday, September 29, 2023	5.00 pm	Last day to apply online for graduation and fill in the certificate confirmation form.
Friday, September 29, 2023	8.00 am - 5.00 pm	Last day to clear with the Finance Office (Respective campuses)
Thursday, November 9, 2023, to Wednesday, November 15, 2023	8.00 am- 5.00 pm	Invitation Cards are to be collected (respective campuses) at the Corporate Affairs Department
Thursday, November 16, 2023	3.00 – 4.00 pm	Graduation Rehearsal
Friday, November 17, 2023	9.00 – 1.00 pm	32 nd Graduation Ceremony
Monday, January 8, 2024, to Friday, July 12, 2024	9.00 a.m. - 4.00p.m.	Collection of Certificates & Transcripts (Limuru campus)
Friday, July 12, 2024	4.00 p.m.	Last day to collect certificates & Transcripts (Limuru campus)

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