

Congratulations class of 2016



*Kindly Collect your certificate from the Limuru Campus Registry Office
From 18th November 2016 – 30th June 2017 to avoid charges*

*Please remember to bring your National ID/Passport and your copy of the Clearance form (yellow).
International students can have their certificates sent by courier if they leave their physical address and phone contact.*

Gowns should be returned before 14th October 2016 to avoid charges of Kshs.350 a day inclusive of weekends.

*A DVD of the Graduation Ceremony will be available at a cost of Kshs.200. Book for it as you collect your
graduation attire and pick it when you return your attire.*

ST. PAUL'S UNIVERSITY

Private Bag 00217 LIMURU, KENYA
Email: dvcaa@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 DEPUTY VICE CHANCELLOR - ACADEMICS

3rd June 2016

Dear Graduand,

RE: 25th GRADUATION CEREMONY – 7th OCTOBER 2016

Greetings,

We wish to invite you to the graduation and conferment of the diploma/degree on **Friday, 7th October 2016** at St. Paul's University Limuru Campus starting at 9.00 a.m. For the success of this great day for you please note the following:

Academic Requirements

1. Be sure that you have completed the required course units for your programme. Kindly confirm this with your respective department by **Friday 16th September 2016**.
2. Please complete and return the Application and Clearance for Graduation (attached) to the respective offices in your respective campus by **Friday, 16th September 2016**. This is to confirm that you have cleared and your names are correctly spelt and that they are in the right order.

Financial Requirements

1. Clear with the Finance Office in your respective campus by **Friday, 16th September 2016**.
2. Graduation Fee including graduation attire is as follows:

- Certificate graduands	Kshs. 2500
- Diploma graduands	KShs. 4,500
- Undergraduate graduands	KShs. 6,500
- Postgraduate graduands	KShs. 8,500

For those of you who have paid part of the costs please make sure you clear the difference.

Caution Money Collection

Caution Money will be refunded at least one month after graduation. Students are required to furnish accounts office with their mobile phone numbers and bank account details.

Pictures for Graduation Magazine

1. Pictures for the graduation magazine will be taken by the Public Relations Office at the Respective Campuses as follows:

First Lot:

- Limuru Campus -19th July
- Nakuru Campus -20th July
August
- Nairobi Campus -21st July
August
- Machakos Campus -22nd July
August

Second Lot:

- Limuru Campus - 2nd August
- Nakuru Campus - 3rd
August
- Nairobi Campus - 4th
August
- Machakos Campus - 5th
August

Note: (No photos will be taken after the said dates)

Academic Attire & Invitation Cards

1. Graduands will be expected to wear the St. Paul's University academic attire. These will be issued from the Academic Registry *in your respective campus* from ***Friday 30th September to Wednesday 5th October 2016 between 10.00 a.m. to 4.00 p.m.*** Please come with your Clearance Form to facilitate collection of your graduation attire.

NO GOWNS WILL BE GIVEN OUT ON THE REHEARSAL AND GRADUATION DAYS.

2. The graduation attire is to be returned to the same office on or before ***Friday 14th October 2016*** after which a fee ***Kshs.350*** per day (including weekends) will be charged for every day exceeded.
3. Each graduand will receive (3) three graduation cards to invite family and friends. These may be collected from the Public Relations in your respective campus between ***9.00 am to 4.00 pm*** from ***Monday 12th to Friday 16th September 2016.***

Rehearsal Requirement

1. Graduation Rehearsal will be on ***Thursday 6th October 2016*** at ***3.00 pm*** at the Limuru Campus.
2. Failure to attend the rehearsal means not being allowed to participate in the graduation ceremony.
3. Wear the St. Paul's University academic attire for the rehearsal.
NO GOWNS WILL BE ISSUED ON REHERSAL DAY.

On Graduation Day

1. The Graduation Ceremony will be on *Friday 7th October 2016*.
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 sit through the Ceremony until the end. 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 therefore be professional in the way you dress, conduct yourself, keep time and stay until the end of the Ceremony.

Accommodation and Parties

1. No accommodation or Parties will be allowed at the University.

Certificates & Final Transcript

3. All certificates are to be collected within six months after the graduation i.e. from the *Friday 18th November 2016 to Friday 30th June 2017*. Failure to collect before **30th June 2017** will attract a surcharge of **Kshs.100** per day starting from **3rd July 2017** to a maximum of **Kshs.6, 000**.
The campus will be closed **from 16th December to 2nd January 2017**.

Thank you and we look forward to hearing from you and seeing you at graduation. Congratulations and we hope you will enjoy this very special day for you.

Yours Sincerely

Prof. Charity Irungu
DVC ACADEMIC AFFAIRS

Copy: Vice Chancellor;
DVC Finance
Dean, Faculty of Theology;
Dean, Faculty of Business and Communication Studies;
Dean, Faculty of Social Sciences
Director, SPILL;
Public Relations Officer;
Human Resource Officer;
Registrar Academics

Important Dates

Date	Time	Activity
Tuesday 19 th –Friday 22 nd July- First Lot Tuesday 2 nd -Friday 5 th August.- Second Lot	9.00 - 4.30 pm	Pictures for Graduation Magazine (respective Campuses)
Friday, 16 th September	5.00 pm	Last day to confirm required course units to graduate with respective department(HODs)
Friday, 16 th September	5.00 pm	Last day to return completed ‘Application and Clearance for Graduate Form’ to the Registry
Friday, 16 th September	8.00 - 5.00 pm	Last day to clear with the Finance Office (Respective campuses)
Monday 7 th November	8.00 - 5.00 pm	Refund of Caution Money
Monday 12 th - Friday 16 th September	9.00 a.m. - 4.00 p.m.	Collection of invitation cards (Respective campuses)
Friday 30 th September to Wednesday 5 th October	10.00 a.m. - 4.00 p.m.	Collection of graduation attire (Respective campus)
Thursday 6 th October	3.00 – 5.00 pm	Graduation Rehearsal (No issuing of gowns)
Friday 7 th October	9.00.00 – 1.00 pm	24 th Graduation Ceremony
Friday 14 th October	4.00 p.m.	Last day to return graduation attire (Respective campus)
Friday 18 th November 2016 January to Friday 30 th June 2017	9.00 a.m. - 4.00 p.m.	Collection of Certificates & Transcripts (Limuru campus)
Friday 30 th June 2017	4.00 p.m.	Last day to collect certificates & Transcripts (Limuru campus)