

# Congratulations Class of 2022



## *Returning of graduation attire*

*Graduation attire should be returned before Friday, November 25, 2022, 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 9, 2023, to Friday, July 14, 2023 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's ID which you have to return to the University.*

*If you are unable to come yourself, 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.*

# ST. PAUL'S UNIVERSITY

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## OFFICE OF THE REGISTRAR - ACADEMICS

1<sup>st</sup> July 2022,

Dear Graduand,

### RE: 31<sup>ST</sup> GRADUATION CEREMONY ON NOVEMBER 18, 2022

Greetings,

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

The graduation ceremony will be held on **Friday, November 18, 2022** at St. Paul's University, Limuru campus starting at 9.00 am.

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

#### **Academic Requirements**

1. Be sure that you have completed the required course units for your programme and confirm this with your respective department latest **Friday, September 30, 2022**.
2. Apply for graduation through your student portal latest **Friday, September 30, 2022**. 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 30, 2022** to ensure your name appears in the Graduation Programme.
2. Graduation Fee including 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.**





### **Academic Attire and Rehearsal Requirements**

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 Thursday, November 10, 2022 to Wednesday, November 16, 2022 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 25, 2022** 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 17, 2022, 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 the 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 10, 2022, to Wednesday, November 16, 2022.** The cards will be issued to those who will have cleared by Friday 30<sup>th</sup> September 2022.

### **Pictures for Graduation Magazine**

Pictures for the graduation magazine will be taken by the Corporate Affairs Department at the Respective Campuses as follows:

- Limuru Campus -26<sup>th</sup> July 2022
- Nairobi Campus-27<sup>th</sup> July 2022
- Machakos Campus -28<sup>th</sup> July 2022
- Nakuru Campus -29<sup>th</sup> July 2022
- Distance learning – In respective campuses on set dates

### **On Graduation Day**

1. The Graduation Ceremony will be on **Friday, November 18, 2022.**
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 9, 2023 to Friday, July 14, 2023.** Failure to collect before **July 14, 2023** will attract a storage charge of **Kshs.100** per day starting from **July 17, 2023** up to a maximum of **Kshs.6,000.**



2. Please remember to return your Student's 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 campus will be closed from **December 16, 2022**, to **January 9, 2023**.

Thank you and we look forward to hearing from you.

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

Your sincerely



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



Copy: Vice Chancellor;

DVC-Academic affairs  
Dean, Faculty of Theology

Dean, Faculty of Social Sciences

DVC Finance and Administration  
Dean, Faculty of Business, Computer Science and  
Communication Studies  
Deputy Corporate Affairs Manager

### Important Dates

Date	Time	Activity
Tuesday, July 26, 2022- Friday, July 29, 2022	9.00am -4:00pm	Pictures for Graduation Magazine (respective Campuses)
Friday, September 30, 2022	5.00 pm	Last day to confirm required course units to graduate with respective department (HODs)
Friday, September 30, 2022	5.00 pm	Last day to apply online for graduation and fill in the certificate confirmation form.
Friday, September 30, 2022	8.00 am - 5.00 pm	Last day to clear with the Finance Office (Respective campuses)
Thursday, November 10, 2022, to Wednesday, November 16, 2022	8.00 am- 5.00 pm	Invitation Cards to be collected (respective campuses) at the Corporate Affairs Department
Thursday, November 17, 2022	3.00 – 4.00 pm	Graduation Rehearsal
Friday, November 18, 2022	9.00 – 1.00 pm	31 <sup>st</sup> Graduation Ceremony
Monday, January 9, 2023 to Friday, July 14, 2023	9.00 a.m. - 4.00 p.m.	Collection of Certificates & Transcripts (Limuru campus)
Friday, July 14, 2023	4.00 p.m.	Last day to collect certificates & Transcripts (Limuru campus)

DEPUTY REGISTRAR  
Academic Affairs  
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