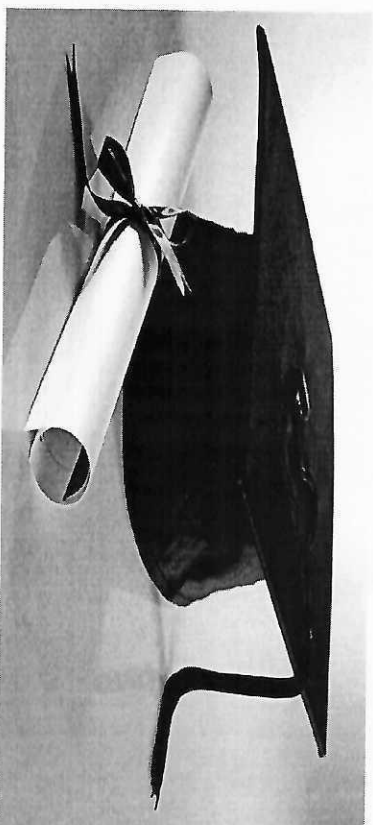


Congratulations Class of 2025



Returning graduation attire

Graduation attire should be returned before Friday, November 14, 2025, 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 12, 2025, to Friday, July 17, 2025, 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

A handwritten signature in blue ink, appearing to be 'AST'.

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 July 2025,

Dear Graduand,

RE: 34th GRADUATION CEREMONY ON NOVEMBER 7th, 2025

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 7th, 2025** 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 24th, 2025**.
2. Apply for graduation through your student portal latest **Friday, September 24th, 2025**. You can monitor the clearance process in your student portal.
3. **Postgraduate Students:**
 - a) Be sure to submit bound dissertation or thesis to the Postgraduate Office by **24th September 2025**.
 - b) Publish journal article(s) by **24th September 2025**.

Financial Requirements

1. Clear with the Finance Office in your respective campus latest **Friday, October 3rd, 2025** 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, October 30th, 2025 to Wednesday, November 5th, 2025** 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 14th, 2025** 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 6th, 2025, 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 rehearsal.

Invitation Cards

Each graduand will receive (2) two E-cards to invite family and friends to the graduation. The cards will be sent from the Corporate Affairs Department from **Thursday, October 30th, 2025 to Wednesday, November 5th, 2025** to your SPU email address. The cards will be issued to those who will have cleared by Friday, October 3rd, 2025.

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 – Wednesday 16th September and 17th September 2025 from 9:00 am – 4:00 pm
- Nairobi Campus – Thursday 18th September 2025 from 10:00 am – 4:00 pm
- Nakuru Campus – Friday 19th September 2025 from 9:00 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 7th, 2025.**
2. You must be at the graduation square on time, 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 12th, 2026** to **Friday, July 17th, 2026**. Failure to collect before **July 17th, 2026** will attract a storage charge of **Kshs.100** per day starting from **July 18th, 2026** 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 19th, 2025** to **January 5th, 2026**.

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,
Registrar – Academics

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

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
- Corporate Affairs Manager

Important Dates

Date	Time	Activity
Wednesday, September 16, 2025 – Friday, September 19, 2025	9.00 am - 4:00 pm	Pictures for Graduation Magazine (respective Campuses)
Friday, September 24, 2025	5.00 pm	Last day to apply online for graduation and fill in the certificate confirmation form.
Friday, September 24, 2025	5.00 pm	Last day to submit bound dissertation/thesis (Postgraduate Students)
Friday, September 24, 2025	5.00 pm	Last day to submit published journal article(s) (Postgraduate Students)
Friday, September 30, 2025	5.00 pm	Last day to confirm required course units to graduate with the respective department (HODs)
Friday, October 3, 2025	8.00 am - 5.00 pm	Last day to clear with the Finance Office (Respective campuses)
Thursday, October 30, 2025, to Wednesday, November 5, 2025	8.00 am- 5.00 pm	Invitation Cards (E-cards) are to be send from the Corporate Affairs Department
Thursday, October 30, 2025, to Wednesday, November 5, 2025	8.00 am- 5.00 pm	Graduation attires are to be collected (respective campuses) at the Registry Offices
Thursday, November 6, 2025	2.00 – 4.00 pm	Graduation Rehearsal
Friday, November 7, 2025	9.00 – 1.00 pm	34 th Graduation Ceremony
Friday, November 14, 2025	5.00 pm	Last day to return the Graduation attires (respective campuses) at the Registry Offices
Monday, January 12, 2026, to Friday, July 17, 2026	9.00 a.m. - 4.00p.m.	Collection of Certificates & Transcripts (Limuru campus)
Friday, July 17, 2026	4.00 p.m.	Last day to collect certificates & Transcripts (Limuru campus)
Saturday, July 18, 2026	4.00 p.m.	First day to collect certificates & Transcripts (Limuru campus) with a penalty of Kshs. 100 per day to a maximum of Kshs. 6000/-

