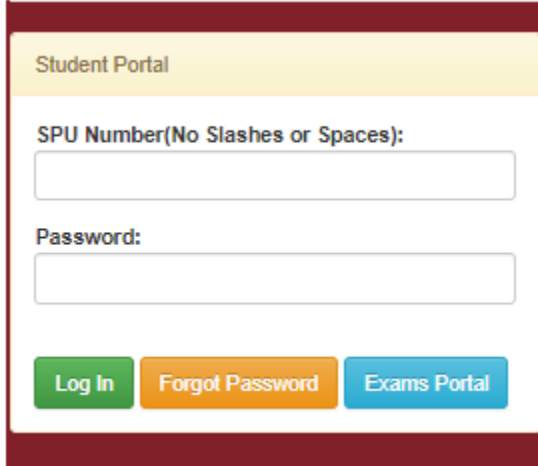


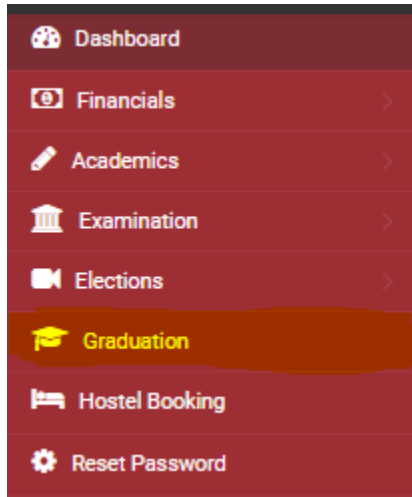
How to Apply for Graduation

1. Log into your student's portal.



The image shows a login form for a 'Student Portal'. It has a yellow header with the text 'Student Portal'. Below the header, there are two input fields: 'SPU Number(No Slashes or Spaces):' and 'Password:'. At the bottom, there are three buttons: 'Log In' (green), 'Forgot Password' (orange), and 'Exams Portal' (blue).

2. Click on Graduation



3. Fill in the graduation form.

GRADUATION REQUEST

Registration No	BBAMLMR00532017
First Name (As to appear in your certificate)	<input type="text"/>
Middle Name (As to appear in your certificate)	<input type="text"/>
Surname (As to appear in your certificate)	<input type="text"/>
National ID	545521
Address	5678,
Country	KENYA
County	Nairobi
Telephone	8965434567
SPU Email	Test@spu.ac.ke
Programme	BLM - Bachelor of Arts in Leadership & Management
Specialization	<input type="text"/>
Personal Email Address	<input type="text"/>
Current Profession	<input type="text"/>
Current Institution/Company	<input type="text"/>
Current Phone Number	<input type="text"/>

4. Click on the box to confirm the names you have typed in this form are as will appear on your certificate.

☐ Tick this box to confirm that the names you have typed in this form are as will appear on your certificate.

NOTE:

1. FOR EDUCATION STUDENTS KINDLY ENSURE THE ORDER OF YOUR NAMES ARE AS PER THE KCSE AND KCPE CERTIFICATES
2. THE SPELLING AND ORDER OF NAMES WILL BE USED TO PROCESS YOUR CERTIFICATE. ANY ALTERATIONS WILL ATTRACT A FINE OF KSH. 5000
3. KINDLY ENSURE THAT YOU PAY THE GRADUATION FEES AS YOU APPLY FOR GRADUATION

5. Read and understand the information in the NOTE: before clicking on **APPLY TO GRADUATE**

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