

Congratulations class of 2020



Returning of graduation attire

Graduation attire should be returned before 16th October 2020 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 7th January – 9th July 2021 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

Private Bag 00217 LIMURU, KENYA
Email: registrar-academics@spu.ac.ke
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OFFICE OF THE REGISTRAR - ACADEMICS

31st August 2020

Dear Graduand,

RE: 29th GRADUATION CEREMONY ON 9th OCTOBER, 2020

Greetings,

We first wish to congratulate the graduating class of the year 2020 and thank God for you on achieving your desired milestone. **Please familiarize yourself with the content of this letter because some updates have been made.**

The graduation ceremony will be held virtually on **Friday, October 9, 2020** from St. Paul's University Limuru Campus starting 10.00 a.m. For you to participate and follow in this great occasion, the ceremony will be covered live by NTV and or other University online channels links which will be shared with you closer to the date.

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 **Wednesday, September 30, 2020.**
2. Apply for graduation through your student portal and fill in the **Certificate Confirmation Form** through the link earlier provided to you latest **Wednesday, September 30, 2020.** You can monitor the clearance process in your student portal.

Financial Requirements

1. Clear with the Finance Office in your respective campus latest **Friday, 18th September, 2020** to ensure your name appears in the Graduation Programme.
2. The Graduation fee has been revised downwards and is as follows:
 - Certificate graduands Kshs.1,500
 - Diploma graduands KShs.3,000
 - Undergraduate graduands KShs.4,500
 - Postgraduate graduands KShs.6,000

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

Academic Attire & Rehearsal Requirement

1. Students wishing to hire the graduation attire must book and pay for the same by **15th September 2020**, to enable the University make the necessary arrangements. The cost of hiring the graduation attire is:

- Certificate level Ksh.1,000
- Diploma level Ksh.1,500
- Undergraduate level Ksh.2,000
- Masters level Ksh.2,000
- PhD level Ksh.11,500 (full graduation fee because they will be present during the event)

The graduation attire will be distributed from your respective campus from **1st to 7th October 2020** between **10.00 a.m. and 4.00 p.m.** **NO ATTIRE WILL BE ISSUED OUT AFTER THIS DATE.**

2. The graduation attire is to be returned to the same office on or before **Friday 16th October 2020** after which a fee of Kshs.350 per day (including weekends) will be charged for every day exceeded.
3. There will be no Graduation Rehearsal for graduands other than for the PhD graduands. This is because the ceremony will be virtual.

Invitation Cards

Graduands will be issued with an e-card upon financial clearance. The cards will be sent to those who will have cleared from **Monday 7th - Friday 18th September 2020**.

Pictures for Graduation Magazine

Graduands will be requested to provide the public relations office with soft copies of their passport size photos for inclusion in the Voice Magazine on spugraduatingclassof2020@spu.ac.ke latest 8th September 2020. Please avoid head covering such as caps and head accessories. Only hijabs for Muslim ladies are allowed. PLEASE DO NOT RE-SEND IF YOU HAD ALREADY SENT YOUR PHOTO.

On Graduation Day

1. The Graduation Ceremony will be on **Friday, October 9, 2020 starting 10.00 am** and you will be able to follow the ceremony live on NTV and or other University online channels links which will be shared with you closer to the date.
2. Upon graduation you will become a member of the alumni of St. Paul's University.

Certificates & Final Transcript

1. All certificates are to be collected within six months after the graduation i.e. from **Wednesday 7th January 2021 to Friday, 9th July, 2021**. Failure to collect before **9th July, 2021** will attract a storage charge of **Kshs.100** per day starting from **12th July, 2021** 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.

Caution Money Collection

Caution Money will be refunded two months after graduation. Students are required to furnish the student finance office with their mobile phone numbers.

Please note that the campus will be closed from *December 21, 2020 to January 2, 2021*.

Thank you and we look forward to hearing from you.
Finally, congratulations and we hope you will enjoy this very special day.

Yours Sincerely



Ms. Mercie W. Gachie
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 and Communication Studies
Public Relations Officer

Important Dates

Date	Time	Activity
Saturday 15th August 2020	5.00 pm	Provide passport size photos for the Voice Magazine
Wednesday 30 th September, 2020	5.00 pm	Last day to confirm required course units to graduate with respective department (HODs)
Wednesday 30 th September, 2020	5.00 pm	Last day to apply online for graduation and fill in the certificate confirmation form.
Friday 18 th September, 2020	8.00 am - 5.00 pm	Last day to clear with the Finance Office (Respective campuses)
Monday 7 th - Friday 18 th September 2020	--	Electronic Invitation Cards will be sent to students who have cleared financially
Thursday 8 th October, 2020	10.00 – 12.00 pm	Graduation Rehearsal
Friday 9 th October, 2020	10.00 – 1.00 pm	29 th Graduation Ceremony
Wednesday 7 th January 2021 to Friday 9 th July 2021	9.00 a.m. - 4.00 p.m.	Collection of Certificates & Transcripts (Limuru campus)
Friday 30 th January, 2020	--	Refund of Caution Money via Mpesa
Friday 9 th July 2021	4.00 p.m.	Last day to collect certificates & Transcripts (Limuru campus)