

**KAIMOSI FRIENDS UNIVERSITY (KAFU)**

**OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)**

Tel: 0773040235/0743522152 P.O. Box 385

E-mail:registrar\_aa@kafu.ac.ke Kaimosi – 50309

Website [www.kafu.ac.ke](http://www.kafu.ac.ke) Kenya

**SECOND GRADUATION CEREMONY 8TH DECEMBER, 2023**

Kaimosi Friends University (KAFU) wishes to inform ALL CANDIDATES who qualified for conferment of various Degrees, award of Diplomas and Certificates in the 2022/2023 Academic Year, as well as the members of the public, that the 2nd Graduation Ceremony will take place on Friday, 8th December, 2023 at the KAFU Graduation Grounds. Invited guests and ALL graduands should be seated by 8.00 am.

**Kindly take note of the following:-**

1. **Clearance of fees and confirmation of graduation status**

Only graduands who shall have PAID ALL FEES including Graduation Fees, and cleared with all sections and departments, and submitted their clearance forms to the Office of Registrar (Academic Affairs) by Friday, 10th November, 2023 shall be eligible for graduation.

Graduands shall confirm their GRADUATION STATUS AND ORDER OF NAMES from their respective Schools by FILLING THE GRADUATION APPLICATION FORM available at the University website by Friday 10th November, 2023.

1. **Graduation fees**

The graduation fees for the various categories of graduands, which must be paid on or before Friday, 10th November, 2023 are as tabulated below:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.N** | **Category** | **Graduation fees****KSHS** | **Fee for hire of academic attire KSHS** | **Alumni fee****KSHS** | **Total graduation charges****KSHS** |
| **1** | **PhD** | **9000** | **1000** | **1000** | **11000** |
| 2 | Masters | 7000 | 1000 | 1000 | 9000 |
| 3 | Bachelors | 5000 | 1000 | 1000 | 7000 |
| 4 | Diploma | 3500 | 500 | 1000 | 5000 |
| 5 | Certificates | 2500 | 500 | 1000 | 4000 |

1. **Bank Accounts**

All students are required to pay fees through the following bank account.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| s/no | Account Name | Account Number | Bank | Branch |
| 1 | KAFUCO | 0960271081548 | Equity Bank | MBALE BRANCH |

1. **Academic Attire**

The academic regalia will be collected from the respective schools between Monday, 27th November, to Wednesday, 30th November, 2023 and returned latest Monday, 18th December, 2023. Delay in returning the Academic attire shall attract a penalty of Kshs 500.00 per day after 18th December, 2023.

1. **Rehearsal**

Rehearsal will take place at the University Graduation Grounds on Thursday, 7th December 2023 beginning at 9.00 am. All graduands should be in full academic regalia and be seated by 8.30 am for the rehearsal.

1. **Invitation Cards**

Each graduand will receive two (2) invitation cards from respective Deans of Schools as from 27th November, 2023.

Certificates shall be collected in person as from 9.00am to 4.00pm every Wednesday upon returning the graduation gown. The University shall not replace lost certificates. Certificates stored for a period of more than a year shall attract a charge of Kshs.1000.00 per year.

1. **Enquiries**

**F**or more information, please contact:-

 **Registrar (Academic Affairs)P.O Box 385- 50309 KAIMOSI**

 **TELEPHONE:0773-040-235/0743522152**

 **Email:registrar\_aa@kafu.ac.ke website: www.kafu.ac.**