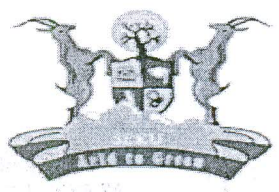


OFFICE OF THE DEPUTY
VICE CHANCELLOR
ACADEMIC, RESEARCH & STUDENT
AFFAIRS
Approved for Issue
SOUTH EASTERN KENYA UNIVERSITY
P. O. Box 170-90200,
KITUI - KENYA



SEKU/ARSA/PTAP/F3

SOUTH EASTERN KENYA UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

GRADUANDS CLEARANCE FORM FOR ACADEMIC DRESS

A PERSONAL DETAILS

(to be completed in triplicate)

NAME _____

(Surname)

(Other Names)

REGISTRATION NUMBER _____ Campus _____

SCHOOL/INSTITUTE _____

CONTACT ADDRESS _____ Mobile No: _____ E-Mail: _____

B STUDENT'S FINANCE

I confirm that the above named graduand has:

- i) Cleared all university debts
- ii) Paid graduation/Convocation fee
 - a) Diploma (Gown, Hoods) Kshs 3000.00
 - b) Bachelors (Gown, Hood, Cap) Kshs 4000.00
 - c) Postgraduation (Gown, Hood, Cap) Kshs 5000.00
 - d) Did not hire the Academic Dress

Note: Each graduand must pay graduation fee

Signature and Rubber stamp _____

C GRADUAND:

I hereby confirm that I have received the Academic Dress/ was not issued

Signature _____ Date _____

D THIS SECTION SHOULD BE SIGNED BY THE UNIVERSITY OFFICIAL AFTER RECEIVING BACK THE ITEMS

I confirm that the above-named person has returned the academic dress

Signature & Rubber stamp _____ date _____

School/Campus:.....

Confirmed by _____

**Signature Stamp
For Registrar (ASA)**

NOTE:

- i) One copy of this form will be retained by the university official in charge of the Academic dress.
- ii) The graduand will retain the other two forms which will be handed over to the official receiving back the items, see section D
- iii) One of the signed copies will be retained and presented to the person issuing certificates

IMPORTANT:

Academic dress should be returned within two weeks from the date of graduation. A charge of Kshs 500.00 per day will be levied on all items returned after the deadline.

