



# KAIMOSI FRIENDS UNIVERSITY (KAFU)

Office of the Registrar, Academic Affairs

Memo

FROM: Registrar (AA)

DATE: 15<sup>th</sup> October, 2024

TO: ALL 2023/2024 GRADUANDS REF: KAFU/501/G-LOG/038/VOL 1072)

SUBJECT: CLEARANCE FOR GRADUATION

The above subject refers.

This to inform all 2023/2024 GRADUANDS that the 3<sup>rd</sup> University graduation ceremony shall be held on Friday, 29<sup>th</sup> November, 2024.

Students are therefore, advised to clear any outstanding fee balances due to the University and arrange to pay graduation fee charges as indicated below by 30<sup>th</sup> October 2024.

Note that only students who meet their academic and financial obligations will be put on the final graduation list.

S. No.	Category	Graduation fees (KSHS)	Fee for hire of Academic Dress (KSHS)	Alumni fee (KSHS)	Total graduation costs (KSHS)
1.	PhD	9,000.00	1,000.00	1,000.00	11,000.00
2.	Masters	7000.00	1,000.00	1,000.00	9,000.00
3.	Bachelors	5,000.00	1,000.00	1,000.00	7,000.00
4.	Diploma	3,500.00	500,00	1,000.00	5,000.00
5.	Certificate	2,500.00	500.00	1,000.00	4,000.00

Graduation fee should be paid via Jiunge App.

Dr. Jane Amunga

Senior Assistant Registrar (AA) cc:

- Deputy Vice-Chancellor (ASA&R) —
- Deputy Vice-Chancellor (AFP&D)
- Finance Officer



note

To note

Friends University (KAFU) is ISO

certified



- In-charge ICT-Upload on website
- ..Student Notice Boards

Kaimosi 9001:2015  
**KAIMOSI FRIENDS UNIVERSITY (KAFU)**

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

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P.o. Box, 385-50309

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Kaimosi

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

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### NOTICE OF THE 3<sup>RD</sup> GRADUATION CEREMONY

FRIDAY, 29<sup>TH</sup> NOVEMBER 2024.

Kaimosi Friends University (KAFU) wishes to inform ALL CANDIDATES who qualified for conferment of various Degrees, award of Diplomas and Certificates in the 2023/2024 Academic Year, as well as the members of the public, that the 3<sup>rd</sup> Graduation Ceremony will take place on Friday, 29<sup>th</sup> November, 2024 at the KAFU Graduation Grounds. Invited guests and ALL graduands should be seated by 7:30 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 Wednesday, 30<sup>th</sup> October, 2024 shall be eligible for graduation.

Graduands shall confirm their GRADUATION STATUS AND ORDER OF NAMES by FILLING THE GRADUATION APPLICATION FORM available at the University website by Friday, 25<sup>th</sup> October, 2024.

2. Graduation fees

The graduation fees for the various categories of graduands, which must be paid on or before Wednesday, 30<sup>th</sup> October, 2024 are as tabulated below:-

S. No.	Category	Graduation fees (KSHS)	Fee for hire of Academic Dress (KSHS)	Alumni fee (KSHS)	Total graduation costs (KSHS)
1.	Ph. D	9,000.00	1,000.00	1,000.00	11,000.00
2.	Masters	7,000.00	1,000.00	1,000.00	9,000.00

Friends University (KAFU) is ISO certified

3.	Bachelors	5,000.00	1,000.00	1,000.00	7,000.00
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2015 cert

4.	Diploma	3,500.00	500.00	1,000.00	5,000.00
5.	Certificate	2,500.00	500.00	1,000.00	4,000.00

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2. Payment of Graduation fees

All students are required to pay graduation fees via Jiunge App.

3. Academic Dress

The academic regalia will be collected from the respective schools between Monday, 25<sup>th</sup> November, to Wednesday, 27<sup>th</sup> November, 2024 and must be returned by Friday, 13<sup>th</sup> December, 2024. Delay in returning the Academic dress shall attract a penalty of Kshs 500.00 per day after 15<sup>th</sup> December, 2024.

4. Rehearsal

Rehearsal will take place at the University Graduation Grounds on Thursday 28<sup>th</sup> November, 2024 beginning at 9.30 am. All invited graduands should be in full academic regalia and be seated by 10.00 am for the rehearsal.

5. Invitation cards

Each graduand will receive two (2) invitation cards from respective Deans of Schools as from 25<sup>th</sup> November, 2024.

6. Enquires

For more information please contact:-

Registrar (Academic Affairs)

P.O Box 385-50309

KAIMOSI

TELEPHONE: 0743522152

Email: [registrar\\_aa@kafu.ac.ke](mailto:registrar_aa@kafu.ac.ke)

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

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