



KAIMOSI FRIENDS UNIVERSITY (KAFU)

Office of the Registrar (Academic Affairs)

Memo

From: Senior Assistant Registrar (AA)

Date: 9th January, 2023

To: ALL STUDENTS

Ref: KAFU/501/SM/012/VOL. 1 (236)

SUBJECT: ISSUANCE OF CERTIFICATES AND TRANSCRIPTS

This is to notify all students who have graduated that, certificates and transcripts will be issued **ONLY** on **WEDNESDAY** every week between 9:00 am and 4:00 pm. Students who wish to collect their certificates may visit the office of the Registrar (Academic Affairs) during the indicated time.

Please ensure that you carry the following documents:

1. Original National ID card
2. Student ID Card
3. Clearance Form duly completed
4. Gown Issuance form

These documents (Certificates and Transcripts) will **NOT** be issued to any person other than the graduates themselves.

Please share this information with any student who may not directly access this communication for their awareness.

Dr. Jane Amunga
Senior Assistant Registrar (AA)

Copy:

- Ag. Deputy Vice-Chancellor (A&SA)
- ICT – to upload on the website