

OFFICE OF THE DEPUTY
VICE CHANCELLOR
ACADEMIC, RESEARCH &
INNOVATION
SOUTH EASTERN KENYA UNIVERSITY
P.O. Box 15000
KITUI-KENYA



SOUTH EASTERN KENYA UNIVERSITY
OFFICE OF THE ACADEMIC REGISTRAR
GRADUANTS GOWN CLEARANCE FORM
(TO BE FILLED IN TRIPLICATE)

A PERSONAL DETAILS

NAME: _____
(Surname) (Other Names)
REGISTRATION NUMBER _____ CAMPUS _____
SCHOOL: _____
ID NUMBER: _____ MOBILE NUMBER _____ EMAIL _____

B. STUDENT FINANCE

I confirm that the above named graduand has:

- i) Cleared all University debts
- ii) Paid graduation/Convocation fee
 - a) Certificate(hood , Gown) Ksh. 5,500
 - b) Diploma (Gown, Hood) Ksh. 5,500
 - c) Bachelors(Gown, Hood, Cap) Ksh. 6,000
 - d) Masters(Gown, Hood, Cap) Ksh. 7,000
 - e) Doctorate(Gown, Hood, Cap) Ksh. 8,000

Note: Each graduand must pay graduation fee

Signature and rubber stamp _____

C GRADUAND

I hereby confirm that I HAVE/ HAVENOT received the Academic attire

Signature _____ Date _____

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

I confirm that the above named person has returned the academic attire in good condition

Signature & Stamp _____ Date _____

School /Campus:

NOTE:

- i. one copy of this form will be retained by the university official in charge of the academic attire
- 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 by the graduand and presented to person issuing certificates

IMPORTANT:

Academic attire should be returned within two weeks from the date of graduation. A charge of Kshs. 500 per day will be levied on all items after the deadline