



THE TECHNICAL UNIVERSITY OF KENYA

Education and Training for the Real World

6TH GRADUATION CEREMONY ANNOUNCEMENT

The Technical University of Kenya is pleased to announce that the **6th Graduation Ceremony** will be held on **Tuesday 18th and Friday 21st December 2018 at 9.00 am.**

PARTICIPATION: Graduands will participate as follows:

No	Date of Rehearsal	Date of Graduation	Graduation Group
1	Monday 17 th December 2018	Tuesday 18 th December 2018	TVET (Certificate and Diploma)
2	Thursday 20 th December 2018	Friday 21 st December 2018	Degree

CLEARANCE: Only graduands who will have cleared with the respective departments/units of the University by Wednesday 31st October 2018 will be allowed to graduate. Clearance requires graduands to complete the “Application to Graduate Form” available online in the students’ portal through <http://www.tukenya.ac.ke>; *click on Fee Statement link* to access your personalised form then proceed as follows:

- i. Login to your fees portal using your password;
- ii. You will get a menu that allows you to open the “Application to Graduate Form”;
- iii. Complete Section One of the “Application to Graduate Form” latest 16th November 2018;
- iv. Ensure that you have cleared your fees by 31st October, 2018 to enable you complete Section Two of the online “Application to Graduate Form”;
- v. Upon successful completion of section two, submit the online “Application to Graduate Form” and print a copy which you shall present at your School to enable you hire a graduation attire. This “Application to Graduate Form” must also be presented to Finance Department after returning the hired attire.

Be advised that any graduand who fails to clear on time will be omitted from the convocation list.

CONFIRMATION OF NAMES: Confirmation of names on the “Application to Graduate Form” in Section One is critical for the accurate and speedy processing of academic certificates. Section one of the “Application to Graduate Form” enables graduands to specify the order of their names. The order of names **MUST** correspond to that in your KCSE certificate. Using drop down selection in the boxes provided, select each name only once. Please note that the University shall not take responsibility for mistakes made by individual graduands in the order of their names in the “Application to Graduate Form” and the University shall not be obligated to replace certificates with errors arising from a graduand’s negligence.

FEES PAYABLE FOR CONVOCATION

The convocation and academic attire fees will be charged as follows:

S/No	LEVEL	FEES
1	Certificate and Diploma	Sh5,000
2	Bachelor’s	Sh5,000
3	Postgraduate	Sh7,500

ACADEMIC ATTIRE AND REHEARSAL

All graduands **MUST** be dressed in full academic attire to participate in the rehearsal and the graduation ceremony. The academic dress will be available only to graduands who will have successfully printed a final copy of the personalised “Application to Graduate Form” before the deadline. Collection of the academic attire will be from the offices of the respective Directors of Schools between 10th and 17th December 2018. Upon collection of the academic attire, graduands will be given invitation cards for two guests only. No person below the age of 18 shall be allowed into the Graduation Square.

PUNCTUALITY

Graduands and guests are advised to be seated not later than 8.30 a.m. No entry shall be permitted to the Graduation Square after the stated time. For the rehearsals, the graduands will be expected to be seated by 10.00 a.m.

REGISTRAR ACADEMIC



ISO 9001:2008 Certified