



OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

NOTICE TO THE GRADUATING CLASS OF 2022

The **KCA University 14th Graduation Ceremony** will be held on **Friday, 2nd December 2022**. All graduands should be seated by **8.00 am** at the graduation square, Main Campus-Ruaraka.

GRADUATION CLEARANCE LIST/AWARD LIST

All graduands are expected to constantly check the KCA University website (www.kcau.ac.ke) for communication updates regarding the graduation clearance list and the award list.

GOWNS COLLECTION

Requirements for Collection:

1. Dully filled academic attire collection form which **MUST** be in duplicate, available from the University website
2. Student ID and Original National ID/Passport/Military ID
3. Must have paid graduation application fee

The academic attire will be issued from **Monday, 21st November 2022** as follows:

1. School of Business: (Monday 21st & Tuesday 22nd) - 8:00am-5:00pm
2. School of Technology: (Wednesday 23rd & Thursday 24th) - 8:00am-5:00pm
3. School of Education/School of Professional Programmes: (Friday 25th & Monday 28th) - 8:00am-5:00pm

The graduation attire should be returned by **Tuesday, 13th December 2022**. Attire not returned by the deadline will attract a penalty of **Kshs. 2,000 per day**. There will be no exemptions for late return.

DAMAGED ATTIRE CHARGES

1. Gown Kshs 8,000
2. Hood Kshs. 2,000
3. Cap Kshs 2,000

LOST ATTIRE CHARGES

1. Masters: Ksh. 25,000
2. Bachelors: Ksh. 20,000
3. Diplomas/Professional course: Ksh. 15,000

GRADUATION INVITATION CARDS AND CAR STICKERS

All graduands will be entitled to **two (2)** invitation cards for **two (2) guests only**. This will be issued when collecting gowns.

GRADUATION REHEARSAL

Rehearsal for graduation will be on **Thursday, 1st December 2022** starting at **10.00 am** at the University graduation square, Main Campus-Ruaraka. All graduands are expected to be seated at the square by **9.00 am** and **MUST** be in full academic attire.

CERTIFICATE COLLECTION

Certificates will be available for collection from **Monday, 5th December 2022**

The following documents should be presented for certificate collection:

- Duly signed copy of the certificate clearance form available from Student Finance office.
- Copy of the gown return form
- Original National ID/Passport/Military ID
- Student ID (NB: Lost student ID's attracts a penalty of Ksh. 600)

Note: Uncollected certificates and transcripts will accrue a storage charge of **Ksh. 1000 per year** (or any other rate determined by the University) effective **Friday, 2nd June 2023**

GRADUATION PHOTOBOOK

The University has made plans for photography. The information is readily available on the website in case you would like to feature in the graduation photobook.

CROWD MANAGEMENT

To have a successful Graduation Ceremony, all graduands are urged to remain seated throughout the event until the end of the ceremony and will only be permitted to stand when called upon for the conferment of the award by the Chancellor. **No movements and paparazzi activities will be permitted within the graduation square.**