

## OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

### INTERNAL MEMO

TO : GRADUATING CLASS OF JULY 2025  
FROM : REGISTRAR, ACADEMIC AFFAIRS  
DATE : 8<sup>TH</sup> APRIL 2025  
SUBJECT: **JULY 2025 GRADUATION CEREMONY**

We take this opportunity to applaud the graduating class of July 2025 for their dedication and hard work which has enabled them to successfully complete their studies. Congratulations on this remarkable achievement!

The 18<sup>th</sup> KCA University Graduation Ceremony will be held on **4<sup>th</sup> July 2025**. Students who have successfully completed their course should apply to graduate by **Friday, 6<sup>th</sup> June 2025**.

To apply for and participate in the 18<sup>th</sup> graduation, kindly observe the following:

- i. Initiate the graduation clearance process from the student portal.
- ii. Ensure that you have completed your coursework and submitted attachment reports to your respective faculty/school within prescribed deadlines.
- iii. Clear any pending fees, including graduation fees, with Student Finance Office.

For graduation enquiries, write to [graduation@kcau.ac.ke](mailto:graduation@kcau.ac.ke).

Once again, congratulations to all our prospective graduands!



Dr. Rose Gathii, PhD

Registrar, Academic Affairs

Cc: Vice Chancellor & CEO  
DVC-ASA, DVC-FPD, DVC-RIO  
Deans/Directors/CoD/Managers.