

MASENO UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AND STUDENT AFFAIRS

CERTIFICATE COLLECTION FORM

(To be completed in Full. Students must pay Graduation fee whether they attended the graduation ceremony or not.)

AWARD LEVEL **DEGREE/DIPLOMA CLASSIFICATION** (Certificate/Diploma/Bachelors/Masters/PhD) Eg. (1st Class/ 2nd Upper/Distinction) SECTION A Student's personal and degree de-Please fill in your official names Adm. No. (Other names) ID/PP/DL No. Tel. No email: Year of Graduation Eg. (School of Arts and Social Sciences) Programme Eg. BA (Sociology, with IT) **SECTION B Documents Check (By issuing Officer)** *The following documents must be attached:* 1. Clearance Form duly signed by relevant departments 2. Gown Hiring Form П 3. Nil Balance Chit 4. Fee Statement 5. Student ID and copy of National Id П 6. Caution Money refund advice form П 7. Letter showing student did not attend graduation 8. Graduation fee receipt For those who did not attend graduation (in place of (2) above) **SECTION C Collection of Certificates** Iconfirm that I have looked at the certificate and confirmed there is no error. Please note that once collected and signed for, a certificate with an error will not be accepted back. Certificate Serial Number (As on Certificate) Signature of issuing Officer

Keep safe: wear mask properly, wash your hands with water and soap or sanitize and keep social distance

FOR: REGISTRAR, ACADEMIC AND STUDENT AFFAIRS