



MASENO UNIVERSITY
OFFICE OF THE REGISTRAR ACADEMIC AND STUDENTS AFFAIRS

NOTICE TO ALL 16TH DECEMBER, 2022 GRADUATES

RE: COLLECTION OF CERTIFICATES AND TRANSCRIPTS

THIS IS TO INFORM ALL GRADUATES OF THE 22ND GRADUATION CEREMONY HELD ON 16TH DECEMBER 2022 THAT CERTIFICATES AND TRANSCRIPTS ARE READY FOR COLLECTION AT THE UNIVERSITY'S MAIN CAMPUS STARTING FROM **MONDAY 20TH FEBRUARY, 2023**.

FOR EFFICIENT ISSUANCE PROCESS, YOU WILL BE REQUIRED TO APPLY FOR CERTIFICATE COLLECTION **ONLINE** FROM **9TH FEBRUARY, 2023**. APPROVAL WILL BE MADE ONLINE AFTER WHICH YOU WILL BE NOTIFIED OF THE DATE THAT YOU ARE TO COME AND COLLECT. TO APPLY, FOLLOW THE PROCEDURE BELOW:

- i. Log onto to <https://student.maseno.ac.ke>
- ii. Click on 'certificate issuance'
- iii. Specify graduation year as 2021/2022
- iv. Request type-new
- v. Description (application for collection of certificate and transcripts)
- vi. Select items to collect i.e. (transcripts:- year 1 for Certificate level, 1 and 2 for Diploma; 1-4 for Bachelors degree; 1-6 for MBCHB and the certificate)
- vii. Click 'submit'

You will be notified of the date approved for collection.

THE FOLLOWING WILL BE REQUIRED BEFORE COLLECTION OF CERTIFICATES AND TRANSCRIPTS:

- ✓ Original national identity card
- ✓ Clearance form

- ✓ Surrender of Student Identity Card
- ✓ Nil balance fee statement from Finance Department
- ✓ Gown hiring form or letter confirming non - attendance of graduation from the respective Schools
- ✓ Evidence of payment of convocation fees

ALL GRADUATES ARE ADVISED TO COME FOR THEIR CERTIFICATES STRICTLY ON THE DAY OF APPOINTMENT AS APPROVED IN THE PORTAL.

ANY CERTIFICATE NOT COLLECTED BY **FRIDAY 28TH APRIL, 2023** WILL BE LIABLE TO A STORAGE CHARGE OF **KSH. 1200 PER YEAR.**

GRADUATES FROM PREVIOUS COHORTS WHO HAVE NOT COLLECTED THEIR CERTIFICATES ARE ADVISED TO VISIT THE UNIVERSITY AND COLLECT THEIR CERTIFICATES TO AVOID ACCUMMULATION OF STORAGE CHARGES.



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