



MASENO UNIVERSITY
OFFICE OF THE REGISTRAR, ACADEMIC AND STUDENT AFFAIRS

**NOTICE TO ALL PROSPECTIVE GRADUANDS FOR THE
2024/2025 ACADEMIC YEAR**

RE: Clearance of Fees and Correction of Names

All prospective graduands, for the 2024/2025 Academic Year, are hereby notified that the Provisional Graduation List has been posted on the University Website www.maseno.ac.ke.

The prospective graduands are reminded to do as follows:

1. Pay all **fees** owed to the University by **30th September, 2025** failure to which their names shall be expunged from the final Graduation List.
2. Confirm the **ORDER and SPELLING** of their names and forward the same to Office of Registrar, Academic and Student Affairs, **Admissions Office (Wing B) before 26th September, 2025**. Please use the **Student Records Update Form MSU/RASA/F. 13B** downloadable from the University Website.

Note that, the order of name shall be:

Surname/Family Name – First/Christian Name – Last Name

e.g KOECH - WYCLIFFE - KIPROTICH

3. Those whose names still bear initials have up to Friday 26th September, 2025 to **provide their names in full otherwise their transcripts and certificates will not be printed.**
4. Contact the respective Deans of Schools for any issues pertaining to examination results by **26th September, 2025.**

An announcement with detailed arrangements for the 25th Graduation slated for 14 November 2025 is available on the University website.

Dr. Susan Rabare (PhD)

FOR: REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)