



# MASENO UNIVERSITY

OFFICE OF THE REGISTRAR ACADEMIC AND STUDENTS AFFAIRS

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## NOTICE TO ALL 14<sup>TH</sup> NOVEMBER, 2025 GRADUATES

### RE: COLLECTION OF CERTIFICATES AND TRANSCRIPTS

This is to inform all graduates of the 25<sup>th</sup> Graduation Ceremony held on 14<sup>th</sup> November, 2025 that certificates and transcripts will be ready for collection at the University's Main Campus starting from **Monday, 9<sup>th</sup> March, 2026**.

For efficient issuance process, you will **be required to apply for certificate collection online from 3<sup>rd</sup> March, 2026**. Each applicant will be notified of the approved date for collection. Please, follow the procedure below to apply:

- i. Log onto to <https://student.maseno.ac.ke>
- ii. Click on 'certificate issuance'
- iii. Specify graduation Academic Year as 2024/2025
- 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'

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The following will be required before collection of certificates and transcripts:

- Original national identity card
- Clearance form
- 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 5<sup>th</sup> June, 2026** will be liable to a storage charge of **KES. 1200/= per year.**

**Graduates from previous cohorts who have not collected their certificates are advised to visit the University and collect their certificates. Storage charges will be waived between 1<sup>st</sup> and 31<sup>st</sup> March 2026 after which they will be reinstated.**



**Rose Omoga-Chiaji**

**REGISTRAR, ACADEMIC AND STUDENT AFFAIRS**