



MASENO UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AND STUDENT AFFAIRS

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APPLICATION FOR 2020/2021 ACADEMIC YEAR GRADUATION (PAST STUDENTS)

A. Personal Details (To be filled in BLOCK letters)

1.
(Surname/Family Name) (First/Christian name) (Nee name)
Note: Initials are not accepted
2. Registration/Admission Number
3. National ID NumberNationality.....
4. Phone No.....
5. Gender.....County.....
6. SchoolDepartment.....
7. Name of Programme (Include option where applicable).....
8. Total number of Units/Courses.....
9. Year expected to have graduated

B. Reasons for not graduating

- Fees Challenge (attach Fee Statement)
- Suspension from University (Attach copy of suspension letter)
- Ill Health (attach Medical proof)
- Incomplete course (specify courses not completed)
- Other problems (specify with documentary evidence)

Signature.....Date.....

FOR OFFICIAL USE ONLY

C. Directorate of Student Affairs

I recommend/do not recommend that the applicant may be considered for graduation scheduled for _____ as he/she has no pending case.

Name _____ Sign _____ Date&Stamp _____

D. Dean of School

I have assessed the request for graduation and I recommend/ do not recommend for consideration.

Name _____ Sign _____ Date&Stamp _____

E. Registrar ASA

The student may be considered/not be considered for graduation in _____.

Reason if not considered _____

Name _____ Sign _____ Date/Stamp _____

F. Any Relevant Comment/Remarks

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