



THE TECHNICAL UNIVERSITY OF KENYA

GRADUATION 2017

5TH GRADUATION CEREMONY

The Technical University of Kenya is pleased to announce the **5th Graduation Ceremony** to be held on **Tuesday 19th** and **Thursday 21st December 2017 at 9.00 a.m.**

PARTICIPATION: Graduands shall participate in the ceremony as follows:

No.	Date of Rehearsal	Date of Graduation	Graduating Group
1.	Monday 18 th December, 2017	Tuesday 19 th December, 2017	TVET (Certificate and Diploma)
2.	Wednesday 20 th December, 2017	Thursday 21 st December, 2017	Degree

PUNCTUALITY: Graduands and guests are advised to be seated **not later than 8.30 a.m.** No entry shall be permitted to the Graduation Square after the stated time. For the rehearsals, the graduands will be expected to be seated by 10.00 a.m.

CLEARANCE: Only graduands who will have cleared with the respective departments/units of the University by Friday **1st December 2017** will be allowed to graduate. Clearance requires graduands to complete the **"Application to Graduate Form"** available online in the students' portal through <http://www.tukenya.ac.ke>; click on **Fee Statement** link. To access your personalised form please proceed as follows:

- Login to your fees portal using your password;
- You will get a menu that allows you to open the **"Application to Graduate Form"**;
- Complete Section One of the **"Application to Graduate Form"** latest **30th November 2017**;
- Ensure that you have cleared your fees by **24th November 2017** to enable you complete Section Two of the online **"Application to Graduate Form"**;
- Upon successful completion of section two, submit the online **"Application to Graduate Form"** and print a copy which you shall present at your School to enable you hire a graduation attire. This **"Application to Graduate Form"** must also be presented to Finance Department after returning the hired attire.

Please note that any graduand who fails to clear on time will be omitted from the convocation list.

CONFIRMATION OF NAMES: Confirmation of names on the **"Application to Graduate Form"** in Section One is critical for the accurate and speedy processing of academic certificates. Section one of the **"Application to Graduate Form"** enables graduands to specify the order of their names. The order of names **MUST** correspond to that in your KCSE certificate. Using drop down selection in the boxes provided, select each name only **ONCE**. Please note that the University shall not take responsibility for mistakes made by individual graduands in the order of their names in the **"Application to Graduate Form"** and the University shall not be obligated to replace certificates with errors arising from a graduand's negligence.

FEES PAYABLE FOR CONVOCATION AND ACADEMIC DRESS

The convocation and academic attire fees will be charged as follows:

S/No.	LEVEL	FEES
i)	Certificate and Diploma	Sh5,000
ii)	Bachelor's	Sh5,000
iii)	Postgraduate	Sh7,500

All graduands **MUST** be dressed in full academic attire to participate in the rehearsal and the graduation ceremony. The academic dress will be available only to graduands who will have successfully printed a final copy of the personalised **"Application to Graduate Form"** before the deadline. Collection of the academic attire will be from the offices of the respective Directors of Schools between **14th and 18th December 2017**. Upon collection of the academic attire, graduands will be given **invitation cards for two guests only**. No person below the age of 18 shall be allowed into the Graduation Square.

REGISTRAR ACADEMIC

The Technical University of Kenya is ISO 9001:2008 Certified

<http://www.tukenya.ac.ke> Education and training for the real world