



KABARAK UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND RESEARCH)

Private Bag 20157
KABARAK, KENYA

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Tel 254-51-343234/5

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GRADUATION APPLICATION FORM

For consideration to graduate, the student must submit this Application for Graduation Form to the Office of the Registrar (Academic and Research). Before you apply to graduate, you should verify with your Head of Department that you are eligible to graduate.

Personal Information

Student Registration Number: _____

Student Name*: _____
LAST FIRST MIDDLE

Mailing Address: _____
BOX TOWN COUNTRY POSTAL CODE

Telephone: _____ Email: _____

Programme

I expect to graduate with the following degree (check one):

- Bachelor of Science in Computer Science
- Bachelor of Science in Environmental Science
- Bachelor of Science in Economics
- Bachelor of Science in Economics and Mathematics
- Bachelor of Commerce
- Bachelor of Science in Economics
- Bachelor of Science in Economics and Mathematics
- Bachelor of Business Management and Information Technology
- Bachelor of Theology
- Bachelor of Education (Science)

Units and Credits

I have taken and passed _____ credits of the programme.

I will be completing or retaking the following unit(s) in September – December Semester 2009: (Please use an additional sheet if necessary)

Course Code	Course Title	Credit Hours

DIRECTIONS:

***Your Name**

It is University policy that the student’s name must be the same on the academic record, graduation programme and the academic certificates. Therefore, if you have recently changed your name, or would like to make changes to what has been recorded in your student file, you must officially notify the Office of the Registrar (Academic and Research) by completing and submitting the Student Change of Name Declaration Form available from the same office.

Deadline

The completed application form must be returned to the Office of the Registrar (Academic and Research) no later than August 28, 2009. Students who apply after this deadline will be charged late fee and depending on the Graduation Programme publishing deadline, may not have their name included in the Graduation Programme.

Application for Graduation forms are not retained for the following academic year.. Therefore, if you do not meet graduation requirements, you must reapply to graduate the following year.

Graduation Fee

A graduation fee of Kshs.3,500 will be charged to all graduation applicants. This fee will be billed to your student account. The graduation fee is non-refundable and non-transferrable to a future graduation if a student applies and is then found to be ineligible to graduate.

Declaration

By submitting this application, I hereby declare that I have read the above conditions and that that the information supplied here is true. I understand that if I do not meet the requirements for graduation at this time, my application for the above graduation date will be withdrawn.

Student signature: _____ Date: _____