



## GRADUATION CEREMONY FRIDAY, 27<sup>TH</sup> OCTOBER 2023

Multimedia University of Kenya (MMU) wishes to inform all candidates who qualify for the conferment of degrees and award of diplomas during the **2022/2023 Academic Year**, that the **10<sup>th</sup> Graduation Ceremony** will be held on **Friday, 27<sup>th</sup> October, 2023**, commencing at 9.00 a.m. at MMU Main Campus, Graduation Square, along Magadi Road. All Graduands are required to be seated by 8.30 a.m.

**All prospective Graduands** should note the following:

**a) Clearance of Fees**

All qualified candidates are expected to clear with the relevant sections of the University latest by **Friday 13<sup>th</sup> October, 2023**. Those who will have not cleared by the given deadline will be excluded from the graduation list.

**b) Intent to Graduate**

All Graduands must apply for graduation using the **Intent to Graduate Form (IGF)**, obtainable from the Students' Portal. Graduands are expected to complete the IGF and submit it online to the Examination Office, **by Friday 13<sup>th</sup> October, 2023**.

**c) Graduation Fees**

A mandatory non-refundable fee comprising of **Alumni, Convocation and Academic Dress (Gown)** is payable for the various categories of Graduands as follows:

i.	Diploma	<b>Kshs. 5,000</b>
ii.	Bachelor's Degree	<b>Kshs. 6,500</b>
iii.	Master's Degree	<b>Kshs. 8,000</b>

All payments should be made latest **Friday, 13<sup>th</sup> October, 2023** through:

**Kenya Commercial Bank**  
**Equity Bank**

– A/C NO. 110 451 3447 OR  
– A/C NO. 0610262187946

**d) Verification of Names**

Graduands are further advised to ensure that their names are correctly spelt, in the order in which they appear in the KCSE Certificate or equivalent. Verification of names shall be done through the **IGF** available in the students' portal in the University Website.

**e) Graduation Rehearsal**

The rehearsal for the **10<sup>th</sup> Graduation Ceremony** will take place on **Thursday 26<sup>th</sup> October, 2023** at the **University Graduation Square at 11.00 a.m.** Graduands are required to attend the rehearsal and familiarize themselves with graduation procedures and perfect what is expected of them on the graduation day. All Graduands are expected to dress in the Academic dress (Gown) during the rehearsal.

**f) Academic Dress Hiring Form**

Academic Dress (Gown) will be available for all Graduands who wish to use them for the graduation and private celebrations thereafter. Details for hiring the Academic Dress are indicated below.

Graduand's Level	Amount in Kshs.	Collection Date	Collection Venue	Return Date	Return Venue	Penalty per day in Kshs.
Diploma	2,000.00	23/10/23	Faculty Office	13/11/23	Faculty Office	1,000.00
Bachelors	2,500.00	23/10/23	Faculty Office	13/11/23	Faculty Office	1,000.00
Masters	3,500.00	23/10/23	Faculty Office	13/11/23	Faculty Office	1,000.00

The Academic Dress Hiring Form can be downloaded from the University website [www.mmu.ac.ke](http://www.mmu.ac.ke). The Academic Dress should be collected and returned to the respective Faculty Office between 9.00 a.m. and 4.00 p.m. on weekdays only. For the Academic Dress that is not returned on date stated, a penalty shall be charged including weekends.

**g) Collection of Certificates**

Academic Certificates will be ready for collection from the Office of the Registrar AA in the month of **January, 2024**. The specific dates and collection schedule will be communicated through the University website in Mid-December 2023. Certificates not collected after the deadline of issuance period will attract a storage fee of **Kshs. 2,000/=** (Kenya shillings two thousand only) per year.