



MULTIMEDIA UNIVERSITY OF KENYA

Riding on Technology, Inspiring Innovation

11TH GRADUATION CEREMONY - FRIDAY, 29TH NOVEMBER 2024

Multimedia University of Kenya wishes to inform all candidates who qualify for the conferment of degrees and award of diplomas during the **2023/2024 Academic Year**, that the 11th Graduation Ceremony will be held on **Friday, 29th November, 2024** commencing at 9:00 a.m. at the 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 15th November, 2024**. 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 in the Students' Portal. Graduands are expected to complete the IGF and submit **Online** to the Examination Office by **Friday 15th November, 2024**.

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 5,000/-**
- ii. **Bachelor's Degree 6,500/-**
- iii. **Master's Degree 8,000/-**

All payments should be made latest **Friday, 15th November, 2024**. Please note that graduation fees shall be paid via E-Citizen by login to the student portal via <https://studentportal.mmu.ac.ke/>. Details of how to pay the fees via students Portal are obtainable in the University Websites. (NB: **If you have any queries you can contact finance office via lobiri@mmu.ac.ke or pnjiru@mmu.ac.ke.**)

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 shall be done through the **IGF Form** available in the students' portal on the University Website.

e. Graduation Rehearsal

The rehearsal for the **11th Graduation Ceremony** will take place on **Thursday 28th November, 2024 at the Graduation Square from 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

Academic Dress (Gown) will be available for all Graduands who wish to use them for the graduation and private celebrations thereafter. Details for collection, return and penalty for hired Academic Dress not returned on time are indicated below.

Graduand's Level	Collection Date	Collection Venue	Return Date	Return Venue	Penalty per day in K.shs
Diploma	25/11/24	Faculty Office	09/12/24	Faculty Office	1,000/=
Bachelors	25/11/24	Faculty Office	09/12/24	Faculty Office	1,000/=
Masters	25/11/24	Faculty Office	09/12/24	Faculty Office	1,000/=

The hire of Academic Dress Form can be downloaded from the University website 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. The penalty charged shall include weekends.

g. Collection of Certificates

Academic Certificates will be ready for collection from the Office of the Registrar AA in January, 2025. The specific dates and schedule will be communicated through the University website in Mid-December 2024. 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.

For further information please contact the Registrar Academic Affairs, Multimedia University of Kenya, at registraraa@mmu.ac.ke, Phone: 020 2071391/93/42/92 Extension. 2053 or 020 7252053, Or Safaricom: 0724257083, or Airtel: 0735900008.