



MULTIMEDIA UNIVERSITY OF KENYA
P O Box 15653-00503, Nairobi, Magadi Road, Kenya
Tel. +254 2071391/2/3 Fax: +254 2071247
(MMU is ISO 9001:2015 CERTIFIED)

Office of Registrar (Academic Affairs) Email: registraraa@mmu.ac.ke

FROM: REGISTRAR ACADEMIC AFFAIRS

TO: ALL 2024 MMU GRADUATING CLASS

REF: MMU/REG.AA/CERTIFICATES/VOL. 1

RE: NOTICE FOR COLLECTION OF ACADEMIC CERTIFICATES

Multimedia University of Kenya (MMU) wishes to inform the graduates of the **11th Graduation Ceremony**, which took place on **29th November, 2024** that their Academic Certificates will be ready for collection from the **Office of the Academic Registrar** at the Administration Building from **9:00a.m. to 4:30 p.m. on the days indicated**. The schedule for collection is as follows:

DATE	FACULTY
19 th – 20 th February 2025	Faculty of Business & Economics - Undergraduates, Masters and Diploma
21 st February 2025	Faculty of Social Sciences & Technology – Undergraduate
24 th -25 th February, 2025	Faculty of Science & Technology- Undergraduate and Masters National Institute for Optics and Lasers – Masters
26 th – 27 th February, 2025	Faculty of Computing & Information Technology - Undergraduate and Masters
28 th February, - 3 rd March 2025	Faculty of Media & Communication – Undergraduates, Masters and Diplomas.
4 th – 5 th March 2025	Faculty of Engineering & Technology – Undergraduates and Diplomas
6 th March, 2025 - 17 th April, 2025	All 2024 Graduates who will have not collected their Certificates
From 22 nd April, 2025	Commencement date for payment of storage charges for 2024 graduates as indicated at B below

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NB: SERVICE WILL BE OFFERED STRICTLY AS PER THE SCHEDULE

POINTS TO OBSERVE

Clearance with the University is a pre-requisite for collection of the academic certificate. The following documents **MUST** be submitted to facilitate issuance of the Academic Certificate.

A. REQUIREMENTS

- i. Graduation Gown Clearance Form
- ii. Original National ID Card
- iii. Photocopy of National ID Card
- iv. Signed copy of Fee Statement from the Finance Office
- v. Surrender of Student Identification Card

B. STORAGE CHARGE

A storage fee of K.shs. 2,000/= (Kenya Shillings Two Thousand only) shall be levied on any uncollected certificates after the lapse of the **one (1) Month grace** period, which will end on **17th April, 2025**.

NB: THE UNIVERSITY POLICY REQUIRES THAT ON COLLECTION OF THE ACADEMIC CERTIFICATE EVERY GRADUATE IS ISSUED WITH A CERTIFIED COPY OF THE CERTIFICATE AND FINAL YEAR ACADEMIC TRANSCRIPT AT A FEE.


D. ENQUIRIES

For further enquiries please contact:

THE REGISTRAR, ACADEMIC AFFAIRS

Tel. +254 2071391/2/3; +2540207252053: Email: registraraa@mmu.ac.ke
Box 15653-00503, Nairobi, Magadi

Signed:

 17/02/2025

THE REGISTRAR, ACADEMIC AFFAIRS



Copy to: Vice-Chancellor

Deputy Vice-Chancellor AA, R&I

Deputy Vice-Chancellor AF&P

All Deans of Faculties

Dean of Students

All CODs

Chairperson, MUKSA

Academic Secretary, MUKSA

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