This is to inform all candidates who qualified for conferment of degrees and the award of diplomas of Jomo Kenyatta University of Agriculture and Technology during the 2016/2017 academic year that the 30th Graduation Ceremony will be held on Friday 17th November, 2017 from 8.00.am at the Graduation Square, Main Campus, Juja. The information regarding preparations for the ceremony is as detailed below:

(i) Examination Results
The results of examinations sat in the 2016/2017 academic year are available from the offices of the respective Deans/Directors of schools/faculty/campuses /institutes during working hours. Qualified candidates should confirm the inclusion of their names in the graduation list with their respective Deans/Directors, latest 1st November, 2017.

(ii) Confirmation of order of names
The list of graduands for the 30th Graduation ceremony will be available on the website www.jkuat.ac.ke and all candidates should ensure that their names are as they should appear on their certificates in terms of order of names and correctness of spelling. This confirmation will begin on Monday 6th November, 2017.

(iii) Rehearsal
Graduands wishing to participate in the ceremony MUST attend the rehearsals at the Graduation Square on Thursday November 16th, 2017 at 10.00 a.m. Graduands attending the rehearsal must be seated by the stated hour and be in complete graduation attire. Vital information will be communicated during the rehearsal.
(iv) Graduation Fees

A mandatory non-refundable fee as stated below must be paid not later than **Monday 10th November, 2017**. Payments will be made to the University bank accounts at any of the branches of the banks listed below:-

- **Standard Chartered Bank, A/c No. 0108023434900**
- **Barclays Bank of Kenya, A/c No. 077-5001216**
- **Cooperative Bank of Kenya, A/c No. 01129098952900**
- **National Bank of Kenya, A/c No. 01003059580600**
- **Equity Bank A/c No. 0090291251426**

In addition, graduands must have cleared any fees arrears and all other dues owed to the University by the said date, failure to which will lead to disqualification during the ceremony.

The following are mandatory graduation charges for the various categories of graduands, which must be paid not later than **Monday 10th November, 2017**.

<table>
<thead>
<tr>
<th>S/No</th>
<th>Award</th>
<th>Graduation Fees (Mandatory)</th>
<th>Academic Dress (Non-refundable)</th>
<th>Alumni</th>
<th>Total Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ph.D.</td>
<td>Kshs. 5,500</td>
<td>Kshs. 1,100</td>
<td>Kshs. 7,600</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Masters</td>
<td>Kshs. 5,000</td>
<td>Kshs. 1,100</td>
<td>Kshs. 6,800</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Post-Graduate Diplomas</td>
<td>Kshs. 4,500</td>
<td>Kshs. 1,100</td>
<td>Kshs. 6,200</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Undergraduate Degree/Diploma</td>
<td>Kshs. 3,500</td>
<td>Kshs. 1,100</td>
<td>Kshs. 5,200</td>
<td></td>
</tr>
</tbody>
</table>

(v) Academic Dress

During the ceremony, only graduands in full academic attire will be allowed entry into the Graduation Square. Graduands who wish to hire gowns are required to apply and pay as stated above. The forms can be downloaded from the University website, [www.jkuat.ac.ke](http://www.jkuat.ac.ke). Gowns will be issued from **Monday 6th November, 2017** up to **Wednesday 15th November, 2017** during working hours. Graduation attire must be returned by **Friday 1st December, 2017** latest; after which a penalty of Kshs. 500 (Kenya shillings five hundred only) will be charged per day.
(vi) Invitation Cards

During the hiring of academic dress, each graduand will be given two (2) invitation cards for their guests. Persons without invitation cards will not be allowed into the Graduation Square during the ceremony.

(vii) Punctuality

On the graduation day, graduands and their guests will be expected to have taken their seats by **8.00 a.m.** Those arriving late will not be allowed into the Graduation Square.

**REGISTRAR, ACADEMIC AFFAIRS**