



MASENO UNIVERSITY

NOTICE TO ALL FEBRUARY 25TH, 2022 GRADUATES

THIS IS TO INFORM ALL GRADUATES OF THE 21ST GRADUATION CEREMONY HELD ON 25TH FEBRUARY, 2022 THAT YOUR CERTIFICATES AND TRANSCRIPTS ARE READY FOR COLLECTION AT THE UNIVERSITY'S MAIN CAMPUS STARTING FROM WEDNESDAY 27TH APRIL, 2022.

FOR EFFICIENT ISSUANCE PROCESS, YOU WILL BE REQUIRED TO **APPLY FOR CERTIFICATE COLLECTION ONLINE FROM 20TH APRIL 2022.** COLLECTION APPROVAL WILL BE MADE ONLINE AFTER WHICH YOU WILL BE NOTIFIED OF THE DATE THAT YOU ARE TO COME AND COLLECT. **TO APPLY, FOLLOW THE PROCEDURE BELOW:**

- I. Log onto to <https://student.maseno.ac.ke>
- II. Click on 'certificate issuance'
- III. Specify graduation year as 2020/2021
- IV. Request type-new
- V. Description (application for collection of certificate and transcripts)
- VI. Select items to collect (transcripts:- year 1 for Certificate level, 1 and 2 for Diploma; 1-4 for Bachelors degree; 1-6 for MBCHB and the certificate)
- VII. Click 'submit'
- VIII. You will be notified of the date approved for collection.

THE FOLLOWING WILL BE REQUIRED OF YOU BEFORE COLLECTION OF CERTIFICATES AND TRANSCRIPTS:

- ✓ Original national identity card
- ✓ Clearance form
- ✓ Surrender of student identity card
- ✓ Nil balance fee statement from Finance Department

- ✓ Gown hiring form or letter confirming non - attendance of graduation from the respective school
- ✓ Evidence of payment of convocation fees

ALL GRADUATES ARE ADVISED TO COME FOR THEIR CERTIFICATES STRICTLY ON THE DAY OF APPOINTMENT AS APPROVED IN THE PORTAL

ANY CERTIFICATE NOT COLLECTED BY FRIDAY 1ST JULY 2022 WILL BE LIABLE TO A STORAGE CHARGE OF KSH. 1200 PER YEAR

GRADUATES FROM PREVIOUS COHORTS WHO HAVE NOT COLLECTED THEIR CERTIFICATES ARE ADVISED TO VISIT THE UNIVERSITY AND COLLECT THEIR CERTIFICATES TO AVOID ACCUMMULATION OF STORAGE CHARGES.



**ROSE OMOGA-CHIAJI
AG. DEPUTY REGISTRAR, EXAMINATIONS**
