OFFICE OF THE REGISTRAR – ACADEMIC AFFAIRS

FROM: Registrar, Academic Affairs
TO: PROSPECTIVE 2020 GRADUANDS
REF: MMU/AA031/006/2020/VOL.4 (63)

SUBJECT: INTENT TO GRADUATE FORMS

Prospective 2020 graduands are required to fill the intent to graduate forms, obtainable from the University website.

The forms should be filled in Quadruplicate: the original to be submitted to the Admissions Office, 1st copy to the respective School, 2nd copy to the Examinations Office and the 3rd copy retained by the student. The forms should be submitted not later than Friday, 16th October, 2020.

Please note that the forms will be used to correct the names in the ERP system for purposes of printing the certificates and transcripts. Students who fail to fill the forms will therefore bear the cost of any corrections made on the certificates.

Dr. Otieno Fredrick Onyango
REGISTRAR, ACADEMIC AFFAIRS

Copy to: Deputy Vice Chancellor (A & D) Deans of Schools
        Director, Examinations and Timetabling
        Director, Quality Assurance
        Ag, Deputy Registrar, Admissions
        Director, Highlands State College
        Director, E-Smart College, Muminas