



Maasai Mara University

OFFICE OF THE REGISTRAR – ACADEMIC AFFAIRS

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FROM: Registrar, Academic Affairs

DATE: 1st October, 2020

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 and transcripts.

Dr. Otieno Fredrick Onyango
REGISTRAR, ACADEMIC AFFAIRS

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

