



# Maasai Mara University

## OFFICE OF THE REGISTRAR – ACADEMIC AFFAIRS

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FROM: Registrar, Academic Affairs

DATE: 7<sup>th</sup> October, 2022

TO: PROSPECTIVE 2022 GRADUANDS

REF:MMU/AA031/040/2022/VOL.11 (72)

### **SUBJECT: INTENT TO GRADUATE FORMS**

Prospective 2022 graduands are required to download and fill the **intent to graduate form** from the University website. The duly filled forms together with the graduands' original admission letter, KCSE certificate/Results slip and National Identification Card should be scanned as **one running PDF document** and sent to the e-mail addresses specified on the website, not later than **Friday, 21<sup>st</sup> October, 2022.**

Please note that the forms and attachments will be used to correct the students' names in the ERP system for purposes of printing certificates and transcripts. It is the responsibility of each student to ensure that the name is captured correctly, in the order in which it should appear on both the transcripts and certificate. Graduands who fail to fill the form will therefore bear the cost of corrections if any, once the certificates are printed as stipulated in **Section 13.5 (iii)** of the rules and regulations governing University examinations.

**Dr. Otieno Fredrick Onyango**  
**REGISTRAR, ACADEMIC AFFAIRS**

Copy to: Deputy Vice Chancellor (A & SA)  
Deans of Schools  
Director, Quality Assurance  
Ag. Deputy Registrar, EXAT  
Ag. Deputy Registrar, Admissions  
ICT Manager

