



**MULTIMEDIA UNIVERSITY OF KENYA**  
P O Box 15653-00503, Nairobi, Magadi Road, Kenya  
Tel. +254 2071391 Fax: +254 2071247  
**(MMU is ISO 9001:2015 Certified)**

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*Office of Registrar, Academic Affairs*  
*Email: registraraa@mmu.ac.ke*

## **NOTICE OF 7<sup>TH</sup> GRADUATION CEREMONY**

Multimedia University of Kenya wishes to inform all candidates who qualified for the conferment of degrees and award of diplomas during the **2019/2020 Academic Year**, that the 7<sup>th</sup> Graduation Ceremony will be held **virtually** on Friday, **18<sup>th</sup> December, 2020**, commencing at 9:00 a.m. The connection link will be provided through the University Website and social media platforms by latest 17<sup>th</sup> December 2020. Graduands are required to log in at 8:30 a.m. on the graduation day.

**All graduands should note the following:-**

**a. Clearance by the University**

All qualified candidates are expected to clear **online** with the relevant sections of the University latest by **Friday 11<sup>th</sup> December, 2020**. Those who will have not cleared by the given deadline will be excluded from the graduation list.

**b. Intent to Graduate Form**

All graduands must apply **online** for graduation using the Intent to Graduate Form, obtainable in the students' portal. Graduands are expected to complete the Intent to Graduate Form online and submit to the Examination's Office by **Monday 14<sup>th</sup> December, 2020**.

**c. Graduation and Convocation Fees**

A mandatory non-refundable fee is payable for the various categories of graduands as follows:

i.	Diploma	Ksh. 4,000/-
ii.	Bachelors Degree	Ksh. 5,000/-
iii.	Masters Degree	Ksh. 6,000/-

All payments should be made latest **Monday, 14<sup>th</sup> December, 2020** through:  
**Kenya Commercial Bank - A/c No. 110 451 3447 and Equity Bank - A/c No. 0610262187946**

**d. Verification of Names**

Graduands are further advised to ensure that their names are correctly spelt, in the order in which they appear in their KCSE Certificate. Verification shall be done through the Intent to Graduate Form available in the students' portal on the University Website.



#### **e. Academic Dress**

Academic Dress (Gown) will be available for graduands who wish to use them for their private celebrations. The Academic Dress will be hired at **Ksh. 500/= (Kenya shillings five hundred only)**, and issued out at the Main Campus (1<sup>st</sup> floor of Research and Innovation Building), from **Monday, 14<sup>th</sup> December, 2020 to Wednesday, 16<sup>th</sup> December, 2020 between 9:00 a.m. and 4:00 p.m.** Hire of Academic Dress Form can be downloaded from the University website [www.mmu.ac.ke](http://www.mmu.ac.ke). The Academic Dress should be returned to the same office from **Monday, 11<sup>th</sup> January 2021 to Friday, 15<sup>th</sup> January, 2021 between 9:00 a.m. and 4:00 p.m.** A penalty at the rate of **Ksh. 500/- (Kenya shillings five hundred)** per day including weekends shall be charged for those who will return the Academic Dress late.

#### **f. Collection of Certificates**

Academic Certificates will be ready for collection from the Office of the Registrar AA in February, 2021. The specific dates and schedule will be communicated through the University website in January 2021. Certificates not collected beyond a period of one (1) year after graduation will attract a storage fee of **Ksh. 5000/= (Kenya shillings five thousand)** per year.

For further information please contact the Registrar AA, Multimedia University of Kenya, at [registraraa@mmu.ac.ke](mailto:registraraa@mmu.ac.ke), Phone: 020 2071391/93/42/92, 0724257083 and 0735900008.

### **REGISTRAR, ACADEMIC AFFAIRS**



*Riding on Technology, Inspiring Innovation*