



MULTIMEDIA UNIVERSITY OF KENYA
P O Box 15653-00503, Nairobi, Magadi Road, Kenya
Tel. +254 2071391/2/3 Fax: +254 2071247
(MMU is ISO 9001:2015 CERTIFIED)

Office of Registrar (Academic Affairs) Email: registraraa@mmu.ac.ke

RE: NOTICE FOR COLLECTION OF ACADEMIC CERTIFICATES

Multimedia University of Kenya (MMU) wishes to inform the graduates of the 8th Graduation Ceremony that took place on 17th December, 2022 that their Academic Certificates are now ready for collection from the **ADMINISTRATION HALL** in Administration Building from 9:00a.m. to 4:30 p.m. on the days indicated. The schedule for collection is as follows:

DATE	FACULTY
31 st March – 1 st April 2022	Faculty of Media & Communication - Masters, Undergraduate and Diploma.
4 th April, 2022	Faculty of Social Sciences and Technology – Undergraduate.
5 th - 6 th April, 2022	Faculty of Engineering & Technology – Masters, Undergraduate and Diploma.
7 th - 8 th April, 2022	Faculty of Science and Technology – Masters and Undergraduate.
11 th - 12 th April, 2022	Faculty of Computing and Information Technology and Technology – Masters and Undergraduate.
13 th – 14 th April 2022	Faculty of Business & Economics – Masters, Undergraduate and Diploma.
19 th April 2022 - 13 th June 2022	All graduates who will have not collected their Certificates.
From 14 th June, 2022	Commencement date for payment of storage charges for 2021 graduates as indicated at B below

NB: SERVICE WILL BE OFFERED STRICTLY AS PER THE SCHEDULE.

POINTS TO OBSERVE

Clearance with the University is a pre-requisite for collection of the academic certificate. The following documents **MUST** be submitted to facilitate issuance of the Academic Certificate.

A. REQUIREMENTS

- i. Graduation Gown Clearance Form
- ii. Original National ID Card
- iii. Photocopy of National ID Card
- iv. Signed copy of Fee Statement from the Finance Office

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B. STORAGE CHARGE

A storage fee of K.shs. 2,000/=(Kenya Shillings Two Thousand only) shall be levied on any uncollected certificates after the lapse of two (2) months grace period which will end on 13th June, 2022.

D. ENQUIRIES

For further enquiries please contact:

THE REGISTRAR, ACADEMIC AFFAIRS

Tel. +254 2071391/2/3; +2540207252053: Email: registraraa@mmu.ac.ke

Box 15653-00503, Nairobi, Magadi

Signed:



30/03/2022 10 MAR 2022



THE REGISTRAR, ACADEMIC AFFAIRS