



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

FROM: REGISTRAR ACADEMIC AFFAIRS
TO: ALL 2022 MMU GRADUATING CLASS
RE: NOTICE FOR COLLECTION OF ACADEMIC CERTIFICATES

Multimedia University of Kenya (MMU) wishes to inform the graduates of the 9th Graduation Ceremony which took place on 2nd 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 |
|---|---|
| 6 th – 7 th March, 2023 | Faculty of Media & Communication- Undergraduates, Masters and Diploma |
| 8 th March, 2023 | Faculty of Social Sciences and Technology – Undergraduate. |
| 9 th - 10 th March, 2023 | Faculty of Engineering & Technology – Undergraduate, Masters and Diploma |
| 13 th - 14 th March, 2023 | Faculty of Science and Technology- Undergraduate and Masters. |
| 15 th - 16 th March, 2023 | Faculty of Computing and Information Technology and Technology - Undergraduate and Masters |
| 17 th – 20 th March, 2023 | Faculty of Business & Economics – Undergraduates, Masters and Diploma. |
| 21 st March 2023 - 31 st May 2023 | All graduates who will have not collected their Certificates. |
| From 2 nd June, 2023 | Commencement date for payment of storage charges for 2022 graduates as indicated at B below |

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

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POINTS TO OBSERVE

Clearance with the University is a pre-requisite for collection of the academic certificate. The following documents **MUST** be submitted/surrendered 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
- v. Student Identification Card

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 the two (2) months grace period, which will end on 31st May, 2023.

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:

 28/2/2023

THE REGISTRAR, ACADEMIC AFFAIRS



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