

**EGERTON**



**UNIVERSITY**

**DIVISION OF ACADEMIC AFFAIRS**

**ANNOUNCEMENT OF THE 48<sup>TH</sup> GRADUATION  
CEREMONY ON  
FRIDAY 29<sup>TH</sup> NOVEMBER 2024**

Egerton University wishes to inform ALL candidates who qualified for the conferment of various degrees and award of diplomas of Egerton University during the 2023/2024 academic year that the 48<sup>th</sup> Graduation Ceremony will take place on **Friday 29<sup>th</sup> November 2024** starting at **9.00 a.m.** at Njoro Campus. **ALL GRADUANDS AND GUESTS ARE EXPECTED TO BE SEATED BY 8.30 A.M.**

To ensure a smooth graduation process and enhance accuracy and speed of processing of certificates, the prospective graduands are requested to observe the following and strictly adhere to the specified deadlines.

**1. CONFIRMATION OF EXAMINATION RESULTS**

It is the responsibility of each prospective graduand to confirm his/her **EXAMINATION RESULTS** by contacting their respective Deans' offices from **Monday 2<sup>nd</sup> September 2024**. The results are also available in the student portal.

**2. APPLICATION FOR GRADUATION**

**A. ADMISSION SINCE 2015**

All prospective graduands who were admitted since 2015 are required to apply for graduation online through their **student portal** as follows:

- i. Apply for clearance by Finance from the student portal under “**Clearance application**” by **Friday, 4<sup>th</sup> October 2024**. Postgraduate Graduands will be cleared for graduation by both the Board of Post Graduate Studies and Finance Department.
- ii. Once cleared by Finance, apply for graduation under “**Graduation application**” by **Friday, 18<sup>th</sup> October 2024**.

## B. ADMISSION SINCE 2014 AND BEFORE

All prospective graduands who were admitted in 2014 and before are required to fill online and download the “Application for Graduation Form” from [selfcare.egerton.ac.ke](http://selfcare.egerton.ac.ke).

- i. Visit the link above and click on **apply for graduation icon**.
- ii. **Create an account** by submitting a valid email address, and a password (The email must be working because all communications thereafter will be done through this address).
- iii. You will receive an email to activate your account.
- iv. Log in with your email and password and fill the form and submit.
- v. You will receive a download link for the “**Application for Graduation Form**”. Download and print three copies to be submitted to your faculty during collection of your certificate.

## 3. PAYMENT OF GRADUATION AND ALUMNI FEES

The following are the mandatory fees for the various categories of graduands.

**Graduands are expected to pay the Graduation Fees before applying for clearance by Finance.**

S/No.	Category	Dress (Kshs)	Alumni Fees (Kshs)	Convocation (Kshs)	Total Payable fee
1.	PhD	2,000	1,000	5,500	<b>8,500</b>
2.	Masters	1,500	1,000	4,500	<b>7,000</b>
3.	Bachelor	1,500	1,000	4,000	<b>6,500</b>
4.	Diploma	1,000	1,000	4,000	<b>6,000</b>

These fees **MUST** be paid through **E-CITIZEN** (Log into the student portal, click on E-payment and follow the instructions)

## 4. ORDER OF NAMES ON CERTIFICATE

The prospective graduands must ensure that their names are in the order in which they shall appear in the final certificate (**without initials**) and should be the same as in previous certificates, admission letter and supported by the National Identification card. **Any correction thereafter shall attract a fee.**

## 5. ACADEMIC DRESS

During the ceremony, all graduands will be required to be in full academic attire. Graduands are required to download and complete relevant forms and pick the graduation attire from their respective Faculties from **Wednesday, 27<sup>th</sup> November, 2024**. All hired gowns must be returned by **Monday 16<sup>th</sup> December 2024**, after which a daily penalty of Kes. 500/= will be charged.

## 6. REHEARSAL

All graduands who wish to participate in the ceremony and have paid all fees **MUST** attend the rehearsal on **Thursday, 28<sup>th</sup> November 2024** at **9.00 a.m.** All graduands attending the rehearsal should be seated by **9.30 a.m.** and be in complete academic attire.

## 7. INVITATION CARD

All prospective graduands are expected to download the invitation card.

## 8. 48<sup>TH</sup> GRADUATION INFORMATION

The prospective graduands are encouraged to visit **graduation.egerton.ac.ke** to access more information on the 48<sup>th</sup> graduation ceremony including downloading the programme, graduation booklet, Newslink magazine and graduation etiquette. The website will be activated during the graduation week as from **25<sup>th</sup> November 2024**. This website will feature graduation speakers, a section where parents, friends and guardians can share graduation messages and photos, live stream details and responses to frequently asked questions (FAQs).

**For any clarifications and more updates please visit the University website [www.egerton.ac.ke](http://www.egerton.ac.ke) or call Tel: +254703839401, +254 759238112 or e-mail: [raca@egerton.ac.ke](mailto:raca@egerton.ac.ke)**

### Note:

- Gown requisition form and Invitation Card will be downloadable from the link: <http://selfcare.egerton.ac.ke>
- The Provisional Graduation List will be posted on the University website on **Monday, 28<sup>th</sup> October 2024**
- The Final Graduation List (48<sup>th</sup> Graduation Booklet) and Graduation Etiquette will be available on the University Website ([www.egerton.ac.ke/graduation](http://www.egerton.ac.ke/graduation)) from **Monday, 25<sup>th</sup> November 2024**.

**REGISTRAR (ACADEMIC AFFAIRS)**