



**OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)**

Ref: LU/ACA/R(AA)/32/VOL.IV/44

22nd February, 2019

All 2018 Graduates

Laikipia University

RE: ISSUANCE OF 6TH GRADUATION CERTIFICATES AND TRANSCRIPTS

This is to inform all 2018 graduates that certificates are ready for collection as per the previously uploaded schedule as follows:

S/No.	School	Date
1	School of Education	26 th -28 th February, 2019
2	School of Business	5 th – 7 th March, 2019
3	School of Humanities and Development Studies School of Science and Applied Technology	12 th – 14 th March, 2019

You are advised to check for your name from the list of printed certificates. If you graduated and your name is missing it means you did not confirm your name **at the right time** and consequently you are advised not to travel. Those who confirmed their names late will be advised through the University Website on when to collect their certificates. If you have not yet confirmed ensure you do so by submitting a copy of your National ID together with a name correction form at the Registrar's (Academic Affairs) office.

For collection of certificate you will need to submit:

- i. Duly filled clearance form
- ii. Graduation attire issuance form
- iii. Student ID
- iv. Receipt of 500/= payable at the University cash office for Official Academic Transcripts

NB: Certificates will be issued for a period of 3 months after which any certificate not collected will attract a storage fee of Kes.1,000 per year.

Dr. R. K. Kiugu, Ph.D.

Registrar (Academic Affairs)