

Congratulations class of 2018



*Kindly Collect your certificate from the Limuru Campus Registry Office
From 26th November 2018– 28th June 2019 to avoid charges*

*Please remember to bring your National ID/Passport
International students can have their certificates sent by courier if they leave their physical address and phone contact.*

Gowns should be returned before 12th October 2018 to avoid charges of Kshs.350 a day inclusive of weekends.

A DVD of the Graduation Ceremony will be available at a cost of Kshs.200. Book for it as you collect your graduation attire and pick it when you return your attire.

ST. PAUL'S UNIVERSITY

Private Bag 00217 LIMURU, KENYA
Email: dvcaa@spu.ac.ke
Website: www.spu.ac.ke



Tel Office: +254 (0)20 – 2020505/10
Mobile: +254 (0)728 - 669000
(0)736 - 424440

OFFICE OF THE DEPUTY VICE CHANCELLOR - ACADEMICS

19th June 2018

Dear Graduand,

RE: 27th GRADUATION CEREMONY – 5th OCTOBER 2018

Greetings,

We wish to invite you to the graduation and conferment of the diploma/degree on ***Friday, 5th October 2018*** at St. Paul's University Limuru Campus starting at 9.00 a.m. For the success of this great day for you please note the following:

Academic Requirements

1. Be sure that you have completed the required course units for your programme. Kindly confirm this with your respective department by ***Friday 7th September 2018***.
2. Please complete the online application and return the student ID to the registry office by ***Friday, 7th September 2017***. You can monitor the clearance process in your student portal

Financial Requirements

1. Clear with the Finance Office in your respective campus by ***Friday, 7th September 2018***.
2. Graduation Fee including graduation attire is as follows:

- Certificate graduands	Kshs. 2500
- Diploma graduands	KShs. 4,500
- Undergraduate graduands	KShs. 6,500
- Postgraduate graduands	KShs. 8,500

For those of you who have paid part of the costs please make sure you clear the difference.

Caution Money Collection

Caution Money will be refunded at least two months after graduation. Students are required to furnish accounts office with their mobile phone numbers.

Pictures for Graduation Magazine

1. Pictures for the graduation magazine will be taken by the Public Relations Office at the Respective Campuses as follows:

First Lot:

- Limuru Campus -10th July
- Nakuru Campus -13th July
- Nairobi Campus -11th July
- Machakos Campus -12st July

Second Lot:

- Limuru Campus - 31st July
- Nakuru Campus - 1st August
- Nairobi Campus - 2nd August
- Machakos Campus-3rd August

Note: (No photos will be taken after the said dates)

Academic Attire & Invitation Cards

1. Graduands will be expected to wear the St. Paul's University academic attire. These will be issued from the Academic Registry *in your respective campus* from ***Friday 28th September to Wednesday 3rd October 2018 between 10.00 a.m. to 4.00 p.m.*** Please come with your National ID

NO GOWNS WILL BE GIVEN OUT ON THE REHEARSAL AND GRADUATION DAYS.

2. The graduation attire is to be returned to the same office on or before **Friday 12th October 2018** after which a fee **Kshs.350** per day (including weekends) will be charged for every day exceeded.
3. Each graduand will receive (3) three graduation cards to invite family and friends. These may be collected from the Public Relations in your respective campus between **9.00 am to 4.00 pm** from **Monday 10th to Friday 14th September 2018**.

Rehearsal Requirement

1. Graduation Rehearsal will be on **Thursday 4th October 2018** at **3.00 pm** at the Limuru Campus.
2. Failure to attend the rehearsal means not being allowed to participate in the graduation ceremony.
3. Wear the St. Paul's University academic attire for the rehearsal.
NO GOWNS WILL BE ISSUED ON REHERSAL DAY.

On Graduation Day

1. The Graduation Ceremony will be on *Friday 5th October 2018*.
2. You must be at the graduation square robed, and seated by *9:30 a.m.*
Graduands who come late will not be allowed to participate in the ceremony.
3. You are to sit through the Ceremony until the end. Your invited guests are also required to sit until the end of the Ceremony.
4. Upon graduation you will become a member of the alumni of St. Paul's University therefore be professional in the way you dress, conduct yourself, keep time and stay until the end of the Ceremony.

Accommodation and Parties

1. No accommodation or Parties will be allowed at the University.

Certificates & Final Transcript

3. All certificates are to be collected within six months after the graduation i.e. from the *Monday 26th November 2018 to Friday 28th June 2019*. Failure to collect before **28th June 2019** will attract a surcharge of **Kshs.100** per day starting from **1st July 2019** to a maximum of **Kshs.6, 000**.
The campus will be closed **from 21st December 2018 to 7th January 2019**.

Thank you and we look forward to hearing from you and seeing you at graduation. Congratulations and we hope you will enjoy this very special day for you.

Yours Sincerely

Prof. Charity Irungu
DVC ACADEMIC AFFAIRS

Copy: Vice Chancellor;
DVC Finance
Dean, Faculty of Theology;
Dean, Faculty of Business and Communication Studies;
Dean, Faculty of Social Sciences
Director, SPILL;
Public Relations Officer;
Human Resource Officer;
Registrar Academics

Important Dates

Date	Time	Activity
Tuesday 10 th –Friday 13 th July- First Lot Tuesday 31 st July -Friday 3 rd August.- Second Lot	9.00 - 4.30 pm	Pictures for Graduation Magazine (respective Campuses)
Friday, 7 th September	5.00 pm	Last day to confirm required course units to graduate with respective department(HODs)
Friday, 7 th September	5.00 pm	Last day to apply online for graduation clearance and return your student ID to the registry office
Friday, 7 th September	8.00 - 5.00 pm	Last day to clear with the Finance Office (Respective campuses)
Friday 7 th December	Via Mpesa	Refund of Caution Money
Monday 10 th - Friday 14 th September	9.00 a.m. - 4.00 p.m.	Collection of invitation cards (Respective campuses)
Friday 28 th September to Wednesday 3 rd October	10.00 a.m. - 4.00 p.m.	Collection of graduation attire (Respective campus)
Thursday 4 th October	3.00 – 5.00 pm	Graduation Rehearsal (No issuing of gowns)
Friday 5 th October	9.00.00 – 1.00 pm	27 th Graduation Ceremony
Friday 12 th October	4.00 p.m.	Last day to return graduation attire (Respective campus)
Monday 26 th November 2018 to Friday 28 th June 2019	9.00 a.m. - 4.00 p.m.	Collection of Certificates & Transcripts (Limuru campus)
Friday 28 th June 2018	4.00 p.m.	Last day to collect certificates & Transcripts (Limuru campus)