ST. PAUL'S UNIVERSITY

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OFFICE OF THE REGISTRAR - ACADEMICS

3rd June 2026,

Dear Graduand,

RE: 35th GRADUATION CEREMONY ON NOVEMBER 6th, 2026

Greetings,

Congratulations on your graduation. We thank God for you in achieving your desired milestone. **Please familiarize yourself with the content of this letter.**

The graduation ceremony will be held on **Friday, November 6th, 2026** at St. Paul's University, Limuru Campus starting at 9.00 am.

To ensure that your name appears on the graduation program and for the success of the day, please note the following:

Academic Requirements

1. Be sure that you have completed the required course units and obtained results for your program and confirm this with your respective department latest **Friday, September 25th, 2026.**
2. Apply for graduation through your student portal latest **Friday, September 25th, 2026.** You can monitor the clearance process in your student portal.
3. **Postgraduate Students:**
   a) Be sure to submit bound dissertation or thesis to the Postgraduate Office by **25th September 2026**.
   b) Publish journal article(s) by **25th September 2026**.

Financial Requirements

1. Clear with the Finance Office in your respective campus, latest **Friday, October 2nd, 2026** to ensure your name appears in the Graduation Programme.
2. Graduation fee including the graduation attire is as follows:
   - Certificate graduands Kshs.4,500

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2. Graduation fee including the graduation attire is as follows:
    - Certificate graduands Kshs.4,500
    - Diploma graduands Kshs.6,500
    - Undergraduate graduands Kshs.8,500
    - Masters' graduands Kshs.11,500
    - PhD graduands Kshs.15,500

    For those of you who have paid part of the costs please make sure you clear the difference. **Kindly note that these rates can be revised upwards by the Board of Management.**

Academic Attire and Rehearsal Requirements

1. Graduands will be expected to wear St. Paul's University academic attire. These will be issued from the Academic Registry **in your respective campus** from **Thursday, October 29th, 2026** to **Wednesday, November 4th, 2026** between **10.00 am and 4.00 pm.** Please come with both your Student and National ID cards. **NO ATTIRE WILL BE ISSUED AFTER THIS DATE.**
2. The graduation attire is to be returned to the same office on or before **Friday, November 13th, 2026** after which a fee of **Kshs. 350 per day (including weekends)** will be charged for every day exceeded.
3. Graduation Rehearsal will be on **Thursday, November 5th, 2026,** at **2.00 pm** at the Limuru Campus.
4. Failure to attend the rehearsal means not being allowed to participate in the graduation ceremony.
5. Wear St. Paul's University academic attire during the rehearsal.

Invitation Cards

Each graduand will receive (2) two E-cards to invite family and friends to the graduation. The cards will be sent from the Corporate Affairs Department from **Thursday, October 29th, 2026** to **Wednesday, November 4th, 2026** to your SPU email address. The cards will be issued to those who will have cleared by **Friday, October 2nd, 2026.**

Pictures for Graduation Magazine

Photographs for the graduation magazine will be taken by the Corporate Affairs Department at the respective campuses on **Thursday, 18th June 2026.**

On Graduation Day

1. The Graduation Ceremony will be on **Friday, November 6th, 2026.**
2. You must be at the graduation square robbed, and seated by **9.30 a.m.** **Graduands who come late will not be allowed to participate in the ceremony.**
3. You are to remain seated until the end of the Ceremony. 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.

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Certificates and Final Transcripts

1. All certificates are to be collected within six months after the graduation, i.e., from **Wednesday, January 13th, 2027** to **Friday, July 16th, 2027.** Failure to collect before **July 16th, 2027** will attract a storage charge of **Kshs.100** per day starting from **July 17th, 2027** up to a maximum of **Kshs. 6,000.**
2. Please remember to return your Student ID and bring your National ID/Passport when collecting your certificate. International students can have their certificates sent by courier if they provide their physical address and phone contact at their respective registry.

Please note that the University will be closed from **December 18th, 2026** to **January 4th, 2027.**

Thank you and we look forward to hearing from you.

Finally, congratulations and we hope you will enjoy this very special day.

Yours sincerely,

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Dr. Ruth Ndanu King'oo,
Registrar – Academics

Copy: Vice Chancellor
DVC Academic Affairs
DVC Finance and Administration
Dean, School of Theology
Dean, School of Business and Leadership Studies
Dean, School of Communication and Computer Studies
Dean, School of Education and Social Sciences
Dean, School of Health Sciences
Corporate Affairs Manager

Important Dates

Date	Time	Activity
Thursday 18th June 2026	9.00 am - 4:00 pm	Pictures for Graduation Magazine (respective Campuses)
Friday, September 25th, 2026	5.00 pm	Last day to confirm required course units to graduate with the respective department (HODs)
Friday, September 25th, 2026	5.00 pm	Last day to apply online for graduation and fill in the certificate confirmation form.
Friday, September 25th, 2026	5.00 pm	Last day to submit bound dissertation/ thesis (Postgraduate Students)
Friday, September 25th, 2026	5.00 pm	Last day to submit published journal article(s) (Postgraduate Students)
Friday, October 2nd, 2026	8.00 am - 5.00 pm	Last day to clear with the Finance Office (Respective campuses)
Thursday, October 29th, 2026, to Wednesday, November 4th, 2026	8.00 am- 5.00 pm	Invitation Cards (E-cards) are to be send from the Corporate Affairs Department
Thursday, October 29th, 2026, to Wednesday, November 4th, 2026	8.00 am- 5.00 pm	Graduation attire is to be collected from the respective campuses at the Registry Offices
Thursday, November 5th, 2026	2.00 pm – 4.00 pm	Graduation Rehearsal
Friday, November 6th, 2026	9.00 am – 1.00 pm	35th Graduation Ceremony
Friday, November 13th, 2026	5.00 pm	Last day to return the Graduation attire (respective campuses) at the Registry Offices
Wednesday, January 13th, 2027, to Friday, July 16th, 2027	9.00 am - 4.00 pm	Collection of Certificates & official Transcripts (Limuru campus)
Friday, July 16th, 2027	4.00 pm	Last day to collect certificates & Official Transcripts (Limuru campus)
Saturday, July 17th, 2027	-	**Late Certificate Collection Penalty Begins**: Kshs. 100 per day, up to a maximum of Kshs. 6000/-

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