



# MASENO UNIVERSITY

OFFICE OF THE REGISTRAR ACADEMIC AND STUDENTS AFFAIRS

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## NOTICE TO ALL 6<sup>TH</sup> DECEMBER, 2024 GRADUATES

### RE: COLLECTION OF CERTIFICATES AND TRANSCRIPTS

This is to inform all graduates of the 24<sup>th</sup> Graduation Ceremony held on 6<sup>th</sup> December, 2024 that certificates and transcripts will be ready for collection at the University's Main Campus starting from **Monday, 10<sup>th</sup> February, 2025**.

For efficient issuance process, you will **be required to apply for certificate collection online from 27<sup>th</sup> January, 2025**. Approval will be made online after which you will be notified of the date of collection. To apply, follow the procedure below:

- i. Log onto to <https://student.maseno.ac.ke>
- ii. Click on 'certificate issuance'
- iii. Specify graduation Academic Year as 2023/2024
- iv. Request type-new
- v. Description (application for collection of certificate and transcripts)
- vi. Select items to collect i.e. (transcripts:- year 1 for Certificate level, 1 and 2 for Diploma; 1-4 for Bachelors degree; 1-6 for MBCHB and the certificate)
- vii. Click 'submit'

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The following will be required before collection of certificates and transcripts:

- Original national identity card
- Clearance form
- Student Identity Card
- Nil balance fee statement from Finance Department
- Gown hiring form or letter confirming non-attendance of graduation from the respective Schools
- Evidence of payment of convocation fees

All graduates are advised to come for their certificates strictly on the day of appointment as approved in the portal.

Any certificate not collected by **Friday 2<sup>nd</sup> May, 2025** will be liable to a storage charge of **KES. 1200/= per year.**

Graduates from previous cohorts who have not collected their certificates are advised to visit the University and collect their certificates to avoid accumulation of storage charges.



**Rose Omoga-Chiaji**

**REGISTRAR, ACADEMIC AND STUDENT AFFAIRS**