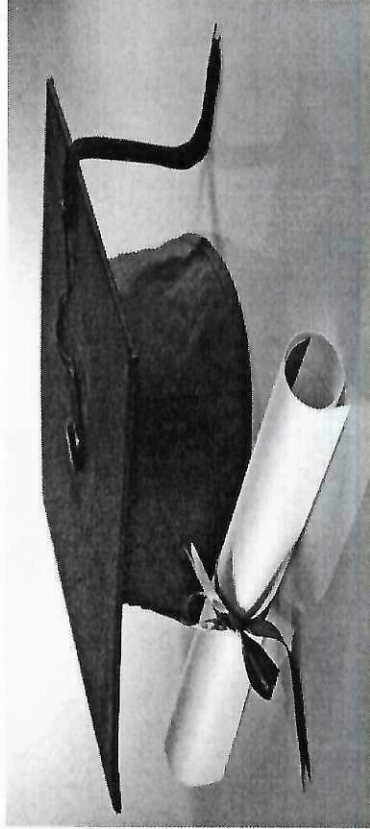


Congratulations Class of 2024



Returning graduation attire

Graduation attire should be returned before Friday, November 22, 2024, to avoid charges of Kshs.350 a day inclusive of weekends.

Collection of certificates

Kindly collect your certificate from the Limuru Campus Registry Office

From Monday, January 13, 2025, to Friday, July 18, 2025, to avoid charges of Ksh.100 a day inclusive of weekends, up to a maximum of Ksh. 6000.

To collect your certificate

Please remember to bring your National ID/Passport. Also, remember to bring your student ID which you have to return to the University.

If you are unable to come in person, authorize (in writing) who is to collect your certificate including their National ID number. The person will need to come with a copy of your ID plus their original ID.

If you are an international student, you can have your certificate sent by courier if you provide your physical address and telephone contact. You will be charged for courier services.

ST. PAUL'S UNIVERSITY

Private Bag 00217 LIMURU, KENYA
Email: registrar-academics@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 REGISTRAR - ACADEMICS

13th June 2024,

Dear Graduand,

RE: 33rd GRADUATION CEREMONY ON NOVEMBER 15th, 2024

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 15th, 2024** 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 27th, 2024**.
2. Apply for graduation through your student portal latest **Friday, September 27th, 2024**. You can monitor the clearance process in your student portal.

Financial Requirements

1. Clear with the Finance Office in your respective campus latest **Friday, September 27th, 2024** to ensure your name appears in the Graduation Programme.
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, November 7th, 2024 to Wednesday, November 13th, 2024 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 22nd, 2024** 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 14th, 2024, 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 graduation cards to invite family and friends. The cards may be collected from the Corporate Affairs Department in your respective Campuses between 9.00 am to 4.00 pm from **Thursday, November 7th, 2024 to Wednesday, November 13th, 2024.** The cards will be issued to those who will have cleared by Friday 27th September 2024.

Pictures for Graduation Magazine

Photographs for the graduation magazine will be taken by the Corporate Affairs Department at the respective campuses as follows:

- Limuru Campus – Tuesday 9th July, 2024 from 9:00 am – 4:00 pm
- Nairobi Campus – Friday 12th July, 2024 from 10:00 am – 4:00 pm
- Nakuru Campus – Tuesday 10th July, 2024 from 9:00 am – 4:00 pm
- Machakos Center – Thursday 12th September 2024 from 10:00 am – 4:00 pm
- DL & Virtual Campus – In any of the campuses on set dates

On Graduation Day

1. The Graduation Ceremony will be on **Friday, November 15th, 2024.**
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.

Certificates and Final Transcripts

1. All certificates are to be collected within six months after the graduation, i.e., from **Monday, January 13th, 2025 to Friday, July 18th, 2025.** Failure to collect before **July 18th, 2025** will attract a storage charge of **Kshs.100** per day starting from **July 19th, 2025** 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 13th, 2024**, to **January 6th, 2025**.

Thank you and we look forward to hearing from you.

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

Yours sincerely,



Dr. Ruth Ndanu King'oo,
DEPUTY REGISTRAR – ACADEMICS

OFFICE OF THE REGISTRAR
Academic Affairs
St. Paul's University
P. O. Private Bag, Limuru - 00217
Tel: 020 - 2020505 / 510

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
- Deputy Corporate Affairs Manager

Important Dates

Date	Time	Activity
Tuesday, July 9, 2024 – Tuesday, September 12, 2024	9.00 am - 4:00 pm	Pictures for Graduation Magazine (respective Campuses)
Friday, September 27, 2024	5.00 pm	Last day to confirm required course units to graduate with the respective department (HODs)
Friday, September 27, 2024	5.00 pm	Last day to apply online for graduation and fill in the certificate confirmation form.
Friday, September 27, 2024	8.00 am - 5.00 pm	Last day to clear with the Finance Office (Respective campuses)
Thursday, November 7, 2023, to Wednesday, November 13, 2024	8.00 am- 5.00 pm	Invitation Cards are to be collected (respective campuses) at the Corporate Affairs Department
Thursday, November 7, 2023, to Wednesday, November 13, 2024	8.00 am- 5.00 pm	Graduation attires are to be collected (respective campuses) at the Registry Offices
Thursday, November 14, 2024	3.00 – 4.00 pm	Graduation Rehearsal
Friday, November 15, 2024	9.00 – 1.00 pm	33 rd Graduation Ceremony
Monday, January 13, 2025, to Friday, July 18, 2025	9.00 a.m. - 4.00p.m.	Collection of Certificates & Transcripts (Limuru campus)
Friday, July 18, 2025	4.00 p.m.	Last day to collect certificates & Transcripts (Limuru campus)



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