

KARATINA UNIVERSITY
OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)

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P.O. Box 1957-10101, KARATINA

INTERNAL MEMO

From: Registrar (AA)

Date: 7th January, 2022

To: All 2020/2021 Graduates

Ref: KarU/Rg.AA/1/Vol.8

SUBJECT: COLLECTION OF ACADEMIC CERTIFICATES

This is to inform **2020/2021** Graduates that their Certificates are ready for collection from the office of Registrar (Academic Affairs) beginning **Monday, 10th January 2022** between **8.00am** and **5.00pm**.

The following **Original** personal documents **MUST** be produced for issuance of the certificate:

1. National Identity Card
2. Dully filled and approved clearance form.
3. Hire of Academic Gown Form.
4. Duly filled Collection of Certificate Form.

NOTE

- a) *Certificates not collected after six months will attract storage fees.*
- b) *Under no Circumstance shall a Certificates be issued to a third party.*

Thank you.



Dr. Wangari Gathuthi
REGISTRAR (AA)

Cc Vice Chancellor
Deputy Vice Chancellor (ARSA)
Deputy Vice Chancellor (PFA)
Registrar (P&A)
Ag. Finance Officer
Deans of Schools
Ag. Director ICT
Dean of students
School Admin Assistants