

KARATINA UNIVERSITY
OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)

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P.O. Box 1957-10101, KARATINA

INTERNAL MEMO

From: Registrar (AA)

Date: 21st December, 2023

To: All 2022/2023 Graduates

Ref: KarU/Rg.AA/1/Vol.10

RE: COLLECTION OF ACADEMIC CERTIFICATES

This is to inform 2022/2023 Graduates that Certificates are ready for collection from the Office of Registrar (Academic Affairs) beginning Monday, 21st December, 2023 between 8.00 a.m and 5.00 p.m.

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