

**KARATINA UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
**(ACADEMIC AFFAIRS)**

TEL: +254 0716135171/0723683150

P.O. Box 1957-10101, KARATINA

**INTERNAL MEMO**

**From:** Registrar (AA)

**Date:** 28<sup>th</sup> November, 2024

**To:** All 2023/2024 AY Graduates

**Ref:** KarU/Rg.AA/1/Vol.11

**RE: COLLECTION OF ACADEMIC CERTIFICATES (2023/2024AY)**

This is to inform 2023/2024 AY Graduates that their Academics Certificates are ready for collection from the office of Registrar (Academic Affairs) between **8.00 a.m and 5.00 p.m (Working days)**.

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

1. National Identity Card/Passport(**Original**)
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

