



The Presbyterian University of East Africa

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Office of the Registrar (Academics and Students' Affairs)

APPLICATION FOR GRADUATION FORM

Instructions:

- a.) This Application for Graduation Form **MUST** be duly completed in **CAPITAL LETTERS** by all students intending to graduate and obtain all required signatures before returning the duly completed form together with Result Slip to the Registrar (Academic and Students Affairs) within the stipulated date.
 - b.) Pay graduation fee of Kshs. 7,500/=, subject to all other qualifying criteria.
 - c.) Teaching and Administrative Staff should **NOT** sign this form if any requirements from your Department/section are not fully met. Also, do not sign on behalf of any Officer.
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A. PERSONAL DETAILS

1. Student's Full Name

.....
*Note: The name stated here above **MUST** be as it appears in your academic certificates, transcripts and other documents.*

2. Registration / Admission Number:

3. Year of Birth: Day..... Month:Year:.....

4. National ID/Passport Number:Gender.....

5. Nationality:Country..... County.....

6. Contacts

Postal Address:Postal Code.....Town.....

Phone Number:

Email Address:

B. GRADUATION CEREMONY DATE

Day: Month: Year:

C. ACADEMIC DETAILS

7. Department Name

.....

8. Study Programme Name *(include Specialisation where applicable)*

.....

9. Total Credit Hours Required for Graduation as Specified in the Curriculum
(Attach result slip)

Total Course Units Completed:

Total Credit Hours Completed:

.....
Student Name

.....
Signature

.....
Date

D. FOR OFFICIAL USE ONLY

10. Head of Department (HoD)

I have confirmed that the student has met all the academic requirements to be considered for graduation.

.....
HoD

.....
Signature

.....
Date & Stamp

11. Finance Officer

I have confirmed that the student has cleared all financial obligations to PUEA and has paid graduation fees.

.....
Finance Officer

.....
Signature

.....
Date & Stamp

12. Registrar (Academic and Students Affairs)

I have verified and confirmed that the student has met all the academic requirements to be considered for graduation.

.....
Registrar (ASA)

.....
Signature

.....
Date & Stamp