

# KIBABII UNIVERSITY

## OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

### Internal Memo

**From:** Registrar (Academic Affairs)

**Date:** 3<sup>rd</sup> December, 2025

**To:** 10<sup>th</sup> Graduation Ceremony Graduates

**Ref:** KIBU/ACA/GCPAC/CORR.45/VOL.5

**Subject: SCHEDULE FOR COLLECTION OF CERTIFICATES AND TRANSCRIPTS**

This is to invite the graduates of the 10<sup>th</sup> Graduation Ceremony held on 21<sup>st</sup> November, 2025 to collect their Academic Certificates and Transcripts.

The schedule for collection of the Academic Certificates and Transcripts is as follows:

S/N	DATES	FACULTY/SCHOOL (PROGRAMMES)	SERIAL NO.
1.	Wednesday 10 <sup>th</sup> December 2025	• School of Graduate Studies	All PHDS, Masters and Postgraduate Diploma
		• School of Nursing (SON) • School of Computing and Informatics (SCAI) • Diplomas and Certificates	ALL
2.	Thursday 11 <sup>th</sup> December 2025	• School of Business and Economics (SOBE) • Faculty of Arts and Social Work (FASS) • Faculty of Science (FS)	ALL
3.	Monday 15 <sup>th</sup> December 2025	School of Education (SOE) ▪ All Bachelor of Education (Arts)	1 - 418
4.	Tuesday 16 <sup>th</sup> December 2025	School of Education (SOE) ▪ Bachelor of Education (Science) ▪ Bachelor of Education (EDE)	1 - 231 1 - 68

The Certificates will be collected on the specified dates from **8:30 am to 4:30 pm** in the **Senate Conference Hall** and you will be required to present yourself in person with the following documents:

- Original National ID/Passport.
- Original Student ID Card.
- Online Clearance Certificate.

You are requested to strictly adhere to the corresponding date. **Those unable to collect their certificates on the scheduled dates will await until the exercise is announced again** from the Office of Registrar (Academic Affairs) on when to collect the certificates.

Thank you.

  
Sr. Dr. Jacklyne Okello-Alari  
REGISTRAR (ACADEMIC AFFAIRS)



Kibabii University ISO 9001:2015 Certified  
Knowledge for Development

Copy to:

- Vice Chancellor
- Deputy Vice Chancellor (ASA)
- Deputy Vice Chancellor (AFD)
- Deputy Vice Chancellor (PPRI)
- All Deans of Schools/Faculties
- All CoDs
- Security Officer

JOA/lmw-s



**Kibabii University ISO 9001:2015 Certified**  
Knowledge for Development