



KIBABII UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

INTERNAL MEMO

From: REGISTRAR (AA)

Date: 22nd May, 2020

To: CONCERNED 2019 GRADUATES

Ref: KIBU/ACA/GCPAC/CORR.45/VOL.2

RE: COLLECTION OF CERTIFICATES –SCALED DOWN BUSINESS DUE TO COVID-19

This is to inform those **2019 KIBU** Graduates who did not collect their academic certificates during the earlier scheduled dates and those whose certificates had “issues” that the University has opened a window for them to collect their academic certificates.

The graduates are advised to **URGENTLY contact/ring** the Registrar (AA) on the two (2) mobile phone numbers and confirm their certificate details to be placed on a **pre-arranged date schedule** for **collection** of their academic certificates.

The mobile phone numbers to call only during working hours are:

1. 0720893365
2. 0724117764

Graduates **MUST** comply with the following general requirements for clearance to collect their certificates.

- i. Clear all outstanding fees.
- ii. Come with Original National ID/Passport.
- iii. Come with Original Student ID Card.
- iv. Come with Original **First** and **Second** Clearance Form.

Please **NOTE** that apart from the general requirements for clearance to collect the certificate each graduate will be expected to comply with all the Ministry of Health’s health and safety regulations when scheduled to come to the University as follows:

- i. Come wearing a face mask.
- ii. Be willing to wash hands at designated points.
- iii. Be willing to sanitize hands at each work station..
- iv. Keep a social distance of at least 2 metres or 2-3 steps.
- v. Avoiding shaking hands, hugging or kissing.

The concerned graduates will be notified on their scheduled dates for collection of academic certificates.

Prof. Ernest S. Mohochi

REGISTRAR, ACADEMIC AFFAIRS

Copy to: Vice Chancellor
Ag. DVC (ASA)
DVC (PPRI)
Ag. DVC (AFD)

