

**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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

**11th Sep.2019**

**TO 2019 GRADUATING CLASS**

**SUBJECT: ORDER OF NAMES AND FEES PAYMENT**

**I). CORRECT ORDER OF NAMES**

4th year Students who have just concluded their studies and are expected to graduate are instructed to correct the order of their names as follows from their respective schools as they register for the forthcoming graduation, scheduled for 1st November, 2019.

The names should be in this order: **Surname, First Name then Other Names**. (Example, if the name as per the National ID reads: Stephen Kimani Otieno, then the correct order should be: **Otieno, Stephen Kimani**.

Note that any correction of the names after graduation shall attract a fine of Kshs. 3000/- and the correction of certificates takes a minimum of 6 months to be effected.

**II) PAYMENT OF TUITION FEES and GRADUATION FEES**

Students who intend to graduate during the 7th Graduation Ceremony are expected to clear all fees and any other charges, including Graduation fees. Graduation fees are as shown in Table I:

**Table I: Graduation Fees**

|  |  |
| --- | --- |
|  | **KSHS** |
| PhD | 6,000.00 |
| Masters | 5,000.00 |
| Bachelors | 4,000.00 |
| Diploma | 3,500.00 |
| Certificate | 3,000.00 |

1. **FILLING OF CLEARANCE FORMS**

It is a mandatory requirement for students to fill the official clearance forms in person. The clearance forms are available at Admissions Office and Deans of Schools’ offices at the Main Campus; and in all campuses. These should be filled in duplicate. One Copy to be submitted to the Registrar Academic Affairs together with the latest fees statement signed by the Chief Finance Officer. Deadline for clearance and confirmation of names is **4th October, 2019**. Corrections may be sent to email : **racademic@jooust.ac.ke**

This notice is available on our website: www.jooust.ac.ke

Please comply.

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**Rev. Dr. Walter Akuno, PhD**

**Registrar Academic Affairs**

VC;

DVC AA;

Chief Finance Officer;

Deans of Schools;

School Admins;

Campus Directors.