



Office of the Academic Registrar
registrar@gretsauniversity.ac.ke

NOTIFICATION OF 14TH GRADUATION CEREMONY TO BE HELD ON THURSDAY 14TH DECEMBER 2023

Prospective Year 2023 graduands should take note of the following:

1. Graduation Date

The 14th Graduation Ceremony will be held on **Thursday 14th December 2023** at the Main Campus in Thika starting at 9.00 am.

The ceremony will also be transmitted on digital platforms and relevant invitation links will be shared to graduands so that together with their parents, guardians and guests who will not make it to Main Campus, they can join the ceremony virtually.

2. Clearance

All prospective degree, diploma, certificate and foundation certificate graduands should confirm their graduation status with their respective Heads of Schools immediately and thereafter ensure that they have cleared with the University by completing the official clearance form and having it duly signed by the respective University officers by **Friday 8th December 2023**. Please note that only prospective graduands who will have fully cleared University fees and applicable graduation charges will be allowed to graduate.

The clearance forms are available at the Academic Registrar's Office at the Main Campus in Thika.

3. Graduation Charges

All prospective graduands should pay the following graduation charges by **Friday 8th December 2023**.

Graduation / Convocation Fee	Gown Hire Fee	Total Charges
Kshs 5,000 /-	Kshs 1,500 /-	Kshs 6,500 /-

Payments to be made to any Equity Bank or Equity Agent countrywide,

Account name : Gretsa University;

Account No: -0180290365510

(include student's full names and university registration number. Bank slips to be remitted to

the University Accountant for receipting).

Or

Pay via MPesa Paybill: Business number 195079

Account number: (put your registration number eg. BUS-4-0001-17 and one name)

Ensure you have collected your receipt from the University Cashier once the transaction is completed

Please note that graduands graduating in more than one academic programme will be required to pay an additional convocation fee of Kshs 2,500 for the extra programme.

4. Confirmation of Names

To enhance accuracy, prospective graduands are required to verify the correctness of their names as reflected in the candidates' national identity card or passport, by Friday 8th December 2023 and countersign the graduands schedule available at the Academic Registrar's Office. The order of the names as countersigned will be the order in which they shall appear in the final certificate.

Please note that alteration of names will not be accepted after certificates and transcripts have been printed.

5. Rehearsals

Rehearsals for the graduation will be conducted at the Graduation Grounds on **Wednesday 13th December 2023** at 2.00 pm. All graduands intending to participate in the graduation ceremony **MUST** attend the rehearsals.

6. Academic Dress

All graduands should be in full graduation regalia for both the rehearsal and the graduation ceremony. Gowns for graduation should be collected from the Examinations and Timetabling Office at the Main Campus Thika from **Friday 1st December – Wednesday 13th December 2023**.

Please note that no gown will be given out on the graduation day.

The academic dress **MUST** be returned to the University on or before **Friday 12th January 2024** at 5.00 pm. Delay in returning the gown will attract a daily surcharge of Ksh. 500.

Graduands wishing to purchase the gown may do so by paying Ksh 10,000 and presenting the receipt to the Examinations and Timetabling Office.

7. Punctuality

All graduands should ensure that they are assembled at the Administration Block for the academic procession and their guests seated at the Graduation Grounds by 8.50 am on the graduation day.

Please keep checking for graduation updates in the university website www.greetsauniversity.ac.ke

For further inquiries, please contact the Academic Registrar on:

Email: registrar@greetsauniversity.ac.ke

Telephone number: 0712 959 293