



# THE CO-OPERATIVE UNIVERSITY OF KENYA

*Empowering Communities*

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OFFICE OF THE REGISTRAR

[ACADEMIC, CO-OPERATIVE DEVELOPMENT, RESEARCH AND INNOVATION]

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## THE 9<sup>TH</sup> GRADUATION CEREMONY ANNOUNCEMENT

The 9<sup>th</sup> Graduation Ceremony of The Co-operative University of Kenya [CUK] will be held at the Graduation Square on **Friday, 6<sup>th</sup> December 2024** starting at 8:00 a.m. All students who have fulfilled the requirements for the award of various Certificates, Diplomas, and the conferment of Degrees during the 2023/2024 Academic Year are invited to participate.

### GRADUATION STATUS

Students who completed their studies in the 20223/2024 Academic Year and those from previous Academic Years who have not graduated are advised to confirm their appearance on the graduation list by Friday, 22<sup>nd</sup> November 2024.

### APPLICATION FOR GRADUATION

Graduands who have not yet applied are reminded to apply for the 2024 Graduation online through their Students Portal <https://studentportal.cuk.ac.ke> as per the instructions and guidelines that have been availed on the University website [www.cuk.ac.ke/graduation/](http://www.cuk.ac.ke/graduation/) before **Wednesday, 20<sup>th</sup> November 2024**.

### CLEARING OF FEES BALANCES

Graduands must clear all applicable fees including graduation fees before applying for graduation. Anyone with fees arrears will therefore be excluded from the graduation list.

### GRADUATION FEES

The graduation fees are as indicated in the table below:

S/N	AWARD	GRADUATION FEES (KES)
1.	Certificates	4,000.00
2.	Diplomas	5,000.00
3.	Bachelors	6,000.00
4.	Masters	7,000.00

All graduation fee payments must be made before **Friday, 22<sup>nd</sup> November 2024** through Co-operative Bank, Account Number: 01129062663600 Karen Branch or Equity Bank Account Number: 1250277107862 Karen Branch. Failure to pay the graduation fees on time will lead to exclusion from the graduation list.

### COLLECTION AND RETURN OF ACADEMIC ATTIRE

Graduation gowns will be available for hire upon presentation of an original National Identity card and of duly filled gown hiring form printed from the Students Portal upon successful application for graduation. Gowns shall be collected from respective Schools/Directorates at the Main Campus [Karen, Nairobi] from Thursday, 28<sup>th</sup> November 2024 to Wednesday, 4<sup>th</sup> December 2024, and should be returned at the same venue by Friday, 13<sup>th</sup> December 2024. Failure to return the gown by the stated date will attract a penalty of KES. 500 per day.

### REHEARSAL

All Graduands are expected to attend the rehearsals on Thursday, 5<sup>th</sup> December 2024 at 10.00 a.m. at the Graduation Square, Main Campus, Karen, Nairobi

### INVITATION CARDS

At the time of collecting the graduation gown, each graduand will be issued two (2) invitation cards for their guests. Persons without graduation invitation cards shall **NOT** be allowed into the Graduation Square.

### PUNCTUALITY

Graduands and their guests are required to be seated by 8.00 a.m. Those who arrive late shall **NOT** be allowed into the Graduation Square.

### COLLECTION OF CERTIFICATES

Graduates are required to collect their Certificates within Six (6) months after graduation. Any uncollected Certificate will attract an annual penalty as specified in the University Policy.

For further information contact the Office of the Registrar Academic, Co-operative Development, Research and Innovation [ACDRI] via Telephone: 0724 311 606; e-mail: [registraraa@cuk.ac.ke](mailto:registraraa@cuk.ac.ke). For more information visit the graduation page on the university website: [www.cuk.ac.ke/graduation/](http://www.cuk.ac.ke/graduation/)

**REGISTRAR, ACDRI**

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