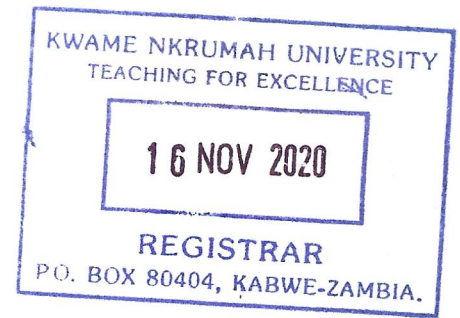




**REGISTRAR'S OFFICE**  
**MEMORANDUM**



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**TO : ALL GRADUATING CANDIDATES**

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**FROM : REGISTRAR**

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**DATE : 16<sup>TH</sup> NOVEMBER, 2020**

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**SUBJECT : CLEARANCE PROCESS**

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Reference is made to the above subject.

The final clearance process will take place at the Open and Distance Learning (DE) Block.

- i. Examinations and Accounts staff will be stationed in one place to help streamline the clearing process.
- ii. Further graduation gowns will equally be issued from the Open and Distance Learning (DE) block.
- iii. Graduands are also advised that they will be required to take a portrait to be used in the graduation procedure by the University. Therefore, candidates are advised to complete the whole process which include the portrait taking the same day. For this purpose, you are advised to come adequately prepared and presentable to face the camera for the portrait.
- iv. In the event that one fails to take the portrait, he/she will be deemed not registered for the graduation ceremony.
- v. Operations at the Open and Distance Learning (DE) block, will start on **Tuesday, 17<sup>th</sup> November, 2020 at 09.00 hours.**

Please do not report at the examinations office to start your clearance process but at the Open and Distance Learning (DE) block, where you will find staff from Examinations office, Accounts Office, Gowns and the photographer for the portrait.

  
**POLITY CHILOMBE**

c.c. Deputy Vice Chancellor

c.c. Bursar

