



GREAT LAKES UNIVERSITY OF KISUMU

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS
P.O. Box 2224-40100 KISUMU, KENYA. Mobile: +254-0736-550-505
Email: registraracademics@gluk.ac.ke

NOTICE TO ALL DECEMBER 13TH, 2022 GRADUATES

1. COLLECTION CERTIFICATE AND TRANSCRIPT

This is to inform all the graduates of the 16th Graduation Ceremony held on 13th December 2022 that the Certificates and Transcript shall be ready for collection as from **19th December 2022**. The following will be required before collection of certificates and transcripts:

- i. Original national identity card.
- ii. Clearance form duly filled and signed by relevant departments (the clearance form you remained with).
- iii. Surrender of student Identity Card (if missing a fine of **Ksh. 500** will be charged).
- iv. Certificate collection form and Nil balance form from finance (download from GLUK website, <https://www.gluk.ac.ke/downloads/>).
- v. Gown hiring form/letter confirming non - attendance of graduation from Dean School/Faculty and receipt for payment of graduation fees.

Any certificates and transcript not collected by **Friday 27th January 2023** will be liable to a storage charge of **Ksh. 1200** per year. All graduates are advised to adhere to the above schedule, the storage charges also apply to all previous graduates who have never collected their certificates and transcripts.

2. RETURNING OF GOWNS

Take note that the University will be closing on **Tuesday, 20th December 2022** and will resume on **4th January 2023**, all hired gowns **MUST** be returned by **Friday 6th January 2023**. Graduates who will return the gown after deadline will be fined **Ksh. 500 (Five hundred Shillings)** per day

REGISTRAR, ACADEMIC AFFAIRS

19/12/ 2022

