This is to inform all candidates who qualified for conferment of degrees and the award of diplomas of Jomo Kenyatta University of Agriculture and Technology during the 2011/2012 academic year that the University will hold the 20th Graduation Ceremony on Friday November 30, 2012 starting at 8.15 a.m. at the Graduation Square, Main Campus, Juja. Detailed information regarding preparations for the ceremony is given below:

(i) Confirmation

The graduands should confirm the inclusion of their names in the graduation lists from respective Deans/Directors. Further, the candidates should ensure that their names are as they should appear on their certificates in terms of order and spelling correctness. This confirmation should be done from Monday November 12, 2012 to Friday November 16, 2012. The same will be on JKUAT website, www.jkuat.ac.ke

(ii) Fees

Graduands must have cleared any outstanding fees arrears and all other dues owed to the University by Friday November 16, 2012, failing which they will not be included in the graduation booklet or be allowed to graduate.

A mandatory non-refundable fee as stated below must also be paid not later than Friday November 16, 2012.

<table>
<thead>
<tr>
<th>S/No</th>
<th>Award</th>
<th>Graduation Fees (Mandatory)</th>
<th>Academic Dress (Non-refundable)</th>
<th>Alumni</th>
<th>Total Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ph.D</td>
<td>Kshs. 4,000</td>
<td>Kshs. 500</td>
<td>Kshs. 1100</td>
<td>Kshs. 5,600</td>
</tr>
<tr>
<td>2</td>
<td>Masters</td>
<td>Kshs. 3,500</td>
<td>Kshs. 500</td>
<td>Kshs. 1100</td>
<td>Kshs. 5,100</td>
</tr>
<tr>
<td>3</td>
<td>Post-Graduate Diplomas</td>
<td>Kshs. 3,500</td>
<td>Kshs. 500</td>
<td>Kshs. 1100</td>
<td>Kshs. 5,100</td>
</tr>
<tr>
<td>4</td>
<td>Undergraduate Degree/Diploma</td>
<td>Kshs. 3,000</td>
<td>Kshs. 500</td>
<td>Kshs. 1100</td>
<td>Kshs. 4,600</td>
</tr>
</tbody>
</table>
Payments will be made to the university bank accounts at any of the branches of the banks listed below:

a) Standards Chartered Bank, A/c No. 0108023434900
b) Barclays Bank of Kenya, A/c No. 077-5001216
c) Cooperative Bank of Kenya, A/c No. 0112998952900
d) National Bank of Kenya, A/c No. 0100359580600
e) Equity Bank A/c No. 0090291251426

iii) Rehearsal

Graduands wishing to participate in the ceremony MUST attend the rehearsal at the Graduation Square on Thursday November, 29th 2012 at 10.00 a.m. Graduands must also be seated by the stated hour and be in complete graduation attire.

iv) Academic Dress

During the graduation ceremony, only graduands in full academic attire will be allowed entry into the Graduation Square. Graduands who wish to hire gowns are required to apply and pay as stated above. Application forms will be available from Monday November 19, 2012, to Friday November 23, 2012 during office hours. The forms can also be downloaded from the University website. Gowns will be issued from Monday, November, 19th 2012, to Tuesday, November 27, 2012. Graduation attire should be returned latest by Friday December 14, 2012, after which a penalty of Kshs. 200 per day will be charged.

v) Invitation Cards

During the hiring of academic dress, each graduand will be given three (3) invitation cards for their guests. Persons without invitation cards will not be allowed into the Graduation Square during the Ceremony.

vi) Punctuality

On the Graduation day, graduands and their guests will be expected to have taken their seats by 8.15 a.m. Those arriving late will not be allowed into the Graduation Square.