



UNIVERSITY OF NAIROBI

SCHOOL OF BUSINESS

Telephone: 0724200311
Telegrams: "Varsity" Nairobi
Telex: 22095 Varsity
E-Mail: dean-business@uonbi.ac.ke

P.O. Box 30197
Nairobi, KENYA

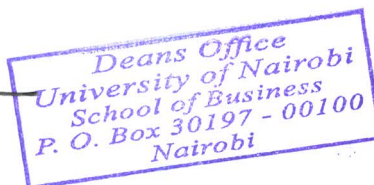
ALL 2018 GRADUANDS – SOB

10th December, 2018

RE: CLEARANCE PROCESS

- i) Clearance process
Clearance will be done online by the various sections. Only those with liabilities in the respective sections will be expected to visit the section in person to clear the liabilities.
All students are required to confirm clearance of fees. Only fully paid up students will be processed for graduation.
- (ii) Payment of graduation/convocation fees
Those cleared for graduation will be required to pay **Ksh. 5,000/-** (4,000/- for the academic attire and 1,000/- graduation/convocation fees) to **Barclays Bank Westlands**: Account No. **073-1100217**, Account Title – **CHSS**.
The bank slip should be presented during the collection of the academic dress.
- (iii) The School has commenced online clearance for those on the graduation list. Those cleared should collect clearance certificates from the College Registrar, CHSS Education Building (ground floor).
- (iv) Dates for collection of the academic dress at Lower Kabete Campus is detailed below:-
 - a) Postgraduate graduands: **Thursday 13th, Friday 14th & Monday 17th December, 2018 (8.am – 4.00 pm).**
 - b) Undergraduate graduands: **Tuesday 18th & Wednesday 19th December, 2018 (8.am – 4.00 pm).**
- (v) All Kisumu and Mombasa graduands will be served from their respective campuses.


FRANCIS K. KIVINDU
ASSISTANT REGISTRAR



cc. Dean, SOB
Associate Deans, UGS
Programme Coordinators
School Administrators
Students' portal/notice boards