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THE EAST AFRICAN UNIVERSITY

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TEAU/AR3/11/017

03rd November 2017

Ref No:.....

Date.....

INTERNAL MEMO

TO : ALL GRADUANDS
FROM : ACADEMIC REGISTRY
SUBJECT : GRADUATION DATE

This is to inform you that our 3rd graduation ceremony will be held on **05th December 2017**.

Kindly be reminded of the following:-

1. Ensure that you have completed your course work and submitted attachment reports and projects to your respective school/faculty.
2. Ensure you clear all pending fees, including graduation fees with the students finance office.
3. Submit a duly completed graduation clearance form to the registrar's office within the prescribed deadlines.
4. Order of names (as it should appear on your certificate), contacts, registration number, course and specialization **MUST** be clearly indicated in the forms.

Please note that all these should be done on or before **14th November 2017**.

ACADEMIC REGISTRY
NAIROBI KAJIADO NAMANGA HIGHWAY

03 NOV 2017

MR. NYARANG'O JOHNSON
AG. ACADEMIC REGISTRAR