



OFFICE OF THE REGISTRAR - ACADEMIC AFFAIRS

Monday, 26th June 2023

RE: AMIU 4TH GRADUATION NOTICE

To the Graduands,

This is to bring to your attention that the AMIU 4th Graduation has been scheduled for **Friday, 14th July 2023**. This communication is specifically meant for all those who have attained all the academic requirements for the award of diplomas and conferment of degrees during this graduation ceremony. Congratulations for those who have achieved this milestone!

Below are guidelines to the graduation process:

1. Liaise with your department to confirm that all your marks for the courses you have studied; including those for the practical attachments and projects are in the ERP system. You can also check this through your student portal. Confirm that your name is in the Graduation list.
2. Certificate names and order will appear as recorded in the student's portal. Confirm spelling and order of names recorded in the ERP system and provide any corrections to amiu.examinations@amref.ac.ke by **3rd July 2023**. Please note that **no appeals will be accepted after the deadline**.
3. Pay the compulsory graduation fee as indicated below:

Diploma	Kshs 5,500
Higher/Advanced diploma	Kshs 5,500
Bachelors	Kshs 5,500
Masters	Kshs 6,000

PAYMENT DETAILS

Kenya Commercial Bank

Bank Name: KENYA COMMERCIAL BANK
Account Name: AMREF INTERNATIONAL UNI R TRUSTEES
Account Number: 1221632108
Payment Reference: (Quote your Student's Registration Number)

Bank Name: ABSA (Foreign students billed in USD)

Account Name: AMREF INTERNATIONAL UNIVERSITY (AMIU)
Bank: Barclays ABSA
Account Number: 2040189273 (USD)
Account Branch: Corporate Service Centre
Branch Code: 077



For M-pesa Payment:

Paybill Number: 000555

Account: Student's Registration Number

Please share proof of payment via

Amiu.Studentfinance@Amref.ac.ke

4. **Start the clearance process online via the student portal.** Attached is a manual on how to apply for clearance online.
5. Collect your gown from 11th July- 12th July 2023 AMIU (room to be confirmed). Gowns will be issued from **9:00am to 5:00pm. Bring the filled clearance form and student ID as you pick your gown.**

Important dates

1. Rehearsals will be on **13th July 2023 from 9:00am at the AMIU parking lot.**
2. The gowns should be returned as issued by **17th July 2023**, but not later than **24th July 2023**, after which a surcharge of Kshs.100 per day will be incurred.
3. Certificates and transcripts will be ready for collection as from **28th August 2023. Collections done after this date will attracts a fine of Ksh 1000 per year. Bring your clearance form as you collect your certificate.**

Timothy Mengich Sato

Deputy Registrar – Academic Affairs

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