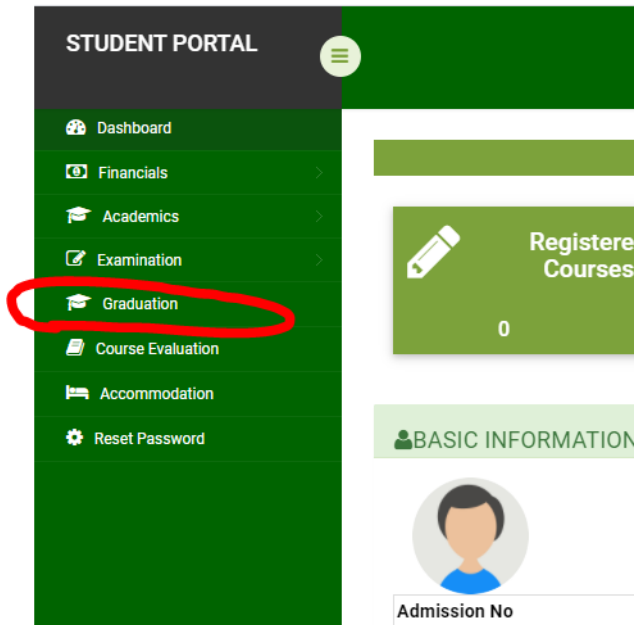


GRADUATION APPLICATION PROCEDURE

1. Login to your students portal via portal.mu.ac.ke
2. Once logged, click on the graduation icon on the navigation sidebar



3. Fill in your information on the textboxes provided.

GRADUATION REQUEST

Registration No	BAE/111/11
Full Name	David Michael
National ID	11331111
Address	3900
Telephone	0725111111
Moi Email	mekkk@gmail.com
Programme	BAE-Bachelor of Arts With Education
Specialization	HISTORY & KISWAHLI
Personal Email Address	<input type="text" value="mekkk@gmail.com"/>
Current Profession	<input type="text" value="Intern"/>
Current Institution/Company	<input type="text" value="Moi University Secondary School"/>
Current Phone Number	<input type="text" value="0725111111"/>
Interested In Gown?	<input type="text" value="---"/>

[Disclaimer](#)

If interested with a gown, select Yes. Please note that there is an additional charge for the gown

4. Click on the disclaimer then click on apply to graduate

Disclaimer

■ This is how your Name will appear on your certificate **Mitei N.Kimutai**. If not please visit the Admission Office for correction.

NOTE: If your name has changed, visit the Admission Office with evidence of Name change. e.g. Gazette Notice, Marriage Certificate, National Identification Card.

[Apply to Graduate](#)

5. You will be assigned a graduation request number that you can use to track your graduation application.
6. Pay for your graduation fees via the university payment platforms and or via MPESA paybill number **883184**. Use your student number as the account number.