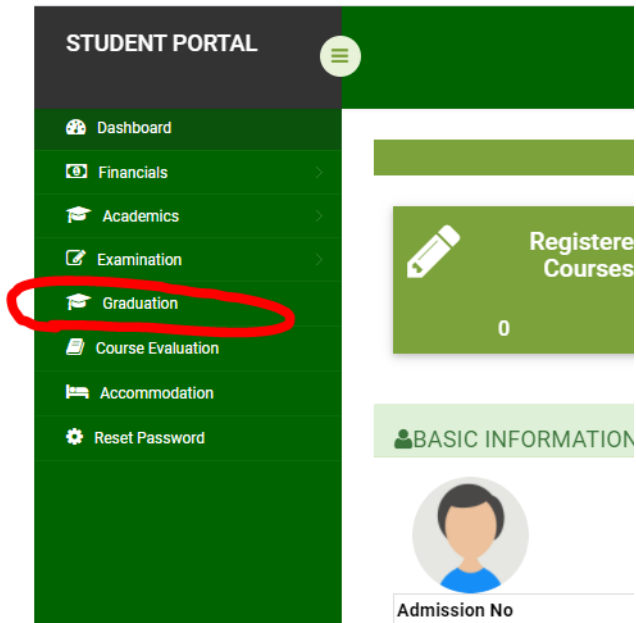


GRADUATION APPLICATION PROCEDURE

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 & KISWAHILI |
| Personal Email Address | <input type="text" value="mekk@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 through the Student Portal. On your dashboard, follow these steps:
 - Click on the *“Make Payment”* button.
 - Select Service: Graduation.
 - Enter the required amount.
 - Click *“Pay Now”*.
 - Select **Mpesa** and follow the prompts.
 - Ensure you click the *“Complete”* button to finalize the transaction