THE CO-OPERATIVE UNIVERSITY OF KENYA

OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS
Website: www.cuk.ac.ke, Email: registraraa@cuk.ac.ke

INTERNAL MEMO

TO:	ALL DECEMBER, 2022 CUK GRADUATES	**REF:**	CUK/EX/VOL.2/
FROM:	REGISTRAR, ACADEMIC AFFAIRS	**DATE:**	24TH FEBRUARY, 2023

SUBJECT: COLLECTION OF CERTIFICATES FOR THE DECEMBER, 2022 GRADUATES

Reference is made to the above mentioned subject.

This is to inform all the December, 2022 Graduates that their Certificates are ready for collection from the Examinations Office, Main Campus, Karen Monday- Friday from 9:00 am to 4:00 pm.

The following are the requirements for Certificate collection:

1. Must appear in person
2. Must present original National Identity card
3. Must present original Student Identity card
4. Must present a duly filled and cleared Hiring of Gown Form **IF** your details regarding issuance and surrender of the gown cannot be found in the UNIPLUS. ***(For this scenario, the gown form will be presented to the School and the Finance Office for verification)***

Kindly note that: Graduates who fail to collect their Certificates within six (6) months from the date of this memo shall be surcharged an annual storage fee of KES 2,000/= *(Kindly refer to the memo on the University website Ref: CUK/A/178 dated 4th March, 2019 on SURCHARGE FOR LATE COLLECTION OF CERTIFICATES for more details)*

Kindly comply to avoid this penalty.

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D. B. OTIENDE
REGISTRAR, ACADEMIC AFFAIRS

CC: AR.EXAMINATIONS
FINANCE OFFICER