

**UNIVERSITY OF NAIROBI**  
**GRADUATE SCHOOL**

**INTERNAL MEMO**

**FROM:** Director, Graduate School

**DATE:** 5/07/2018

**TO:** All Postgraduate Students

**REF:** UON/RPE/GS/4/9

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**RE:       REGISTRATION OF POSTGRADUATE STUDENTS**

It has come to our attention that some postgraduate students are attending classes without registration with the Graduate School as stipulated in their letter of offer for postgraduate studies admission. Therefore this means their admission is yet to be confirmed and such students cannot be issued with student identity cards. Confirmation of admission shall be done only when the admitted applicant produces an original and certified (by the issuing University) copies of the degree certificate, academic transcripts and secondary level education certificate. Admitted applicants who obtained their degrees in a foreign University may also be required to provide a letter of accreditation of the University from the Commission for University Education.

We are therefore writing to request all postgraduate students who are already attending classes and are yet to register with us (**Graduate School**) to do so before August 30, 2018. Since the biometric registration has been introduced in the Colleges / Institutes/ Schools/ Centres, all postgraduate students and admitted applicants should register with us first before proceeding to do the biometric registration at the Colleges/Schools/Institutes / Centres.

We look forward to your continued cooperation and support.



**PROF. L. W. NJENGA**  
**DIRECTOR, GRADUATE SCHOOL**

cc    DVC (AA)  
      Academic Registrar

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