

# UNIVERSITY OF NAIROBI

## GRADUATE SCHOOL

### GUIDELINES FOR SEEKING EXTENSION OF STUDIES

For a student whose registration has expired he/she is required to regularize their registration by seeking extension of study period.



The student will write a letter to the Director Graduate School through Chairman of Department (Where applicable) and the Dean/Director of the respective Faculty/School/Institute/Centre.

The student will be required to give reasons for not completing the course within the stipulated period and also attach evidence to support the claims.



Once the Chairman of Department and Dean sign the letter it is submitted to Graduate School for approval. The student will be asked to pay extension fees depending on the number of years exceeded, at Ksh. 5000 per year.

The fee is paid to the following account;

University of Nairobi  
ABSA, Queensway Branch  
A/C no 094-8245531  
GS Vote: 400830006

The student takes the bank slip to the Finance Office Gandhi Wing Room G4, for receipting and thereafter submit the receipt to the Graduate School.