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OFFICE OF THE DEPUTY VICE CHANCELLOR

30th September, 2021

Dear Graduating Class of 2021

THE 13TH KCA UNIVERSITY GRADUATION CEREMONY

It is my pleasure to announce that the **13th KCA University Graduation Ceremony** will be held on **Friday, 26th November 2021**. We applaud the Graduating Class of 2021 for this great achievement. KCA University family takes pride in celebrating our graduates who are adequately prepared for the market and ready to provide solutions to the society at large.

The University will conduct the ceremony on a blended fashion which will involve both face-to-face and virtual set-up. To ensure that the event is successful, please be guided as follows:

Mode of Attendance

i) Face-to-Face Mode

All graduands for the Class of 2021 will be allowed to attend the ceremony physically at the Main Campus -Ruaraka, Thika Road.

ii) Virtual Mode

Parents, guardians, sponsors, friends, family members, all students and the general public will be required to participate virtually. The event will be streamed live on the University Facebook page {[@KCAUniversityOfficial](https://www.facebook.com/KCAUniversityOfficial)}.

Graduation Clearance and Application

The clearance process has been automated and is accessible through the student portal. The **Intent to Graduate Application Form** is available on the website at www.kca.ac.ke. **Deadline to clear for graduation is Saturday, 30th October 2021**. Ensure that you have met all course requirements and cleared any fee arrears to be eligible for graduation.

Graduation Fees for 2021

All graduands are notified on the following as the approved fees for this year's graduation:

➤ Professional Programmes	-KSh. 6,000	Diploma	-KSh. 6,000
➤ Bachelors	-KSh. 7,000	Postgraduate	-KSh. 7,500

The detailed Graduation Fee Structure is available on the website at www.kca.ac.ke.

University Gowns

Gowns will be available for collection from **Wednesday, 10th November 2021** at the following points:

Main Campus, Ruaraka	– Graduands from Main & Nairobi-Town Campus
Kitengela Campus	– Graduands from Kitengela Campus
Kisumu Campus	– Graduands from Western Campus

Covid-19 Protocols

The University notifies all graduands that Covid-19 protocols will be observed and enforced. You are further reminded to ensure that you sanitize, wear masks and maintain social distance throughout the event. To access the University premises, **graduands will be expected to be in their full academic regalia** (graduation attire).

No parents, guardians, friends, family, vendors and unauthorized members will be permitted to accompany you to the university premises. Graduands with vehicles will be dropped or guided to designated parking areas outside the University premises.

Graduation Updates

All graduands are reminded to check the website for updates on graduation matters. The list of candidates cleared for graduation will be updated periodically on the university website. Feel free to contact the Registrar's Office on email registrar@kca.ac.ke or visit the campus for assistance.

Congratulations to the Graduating Class of 2021!

Sincerely,



Prof. Simon Ngigi

Ag. DVC- Academic & Student Affairs