THE CO-OPERATIVE UNIVERSITY OF KENYA
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OFFICE OF THE REGISTRAR
ACADEMIC, CO-OPERATIVE DEVELOPMENT, RESEARCH, AND INNOVATION

INTERNAL MEMO

TO: PROSPECTIVE GRADUANDS **REF:** CUK/ACDRI/10/03/VOL.3

FROM: REGISTRAR, ACDRI **DATE: OCTOBER 15, 2026**

SUBJECT: ANNOUNCEMENT FOR THE 11TH GRADUATION CEREMONY - 4TH DECEMBER 2026

As you are aware, the ceremony referenced will be held on **Friday, 4th December 2026,** starting at **8:00 am.** We would like to release the following information:

a) The ceremony will be held physically at the Graduation Square, Main Campus, Karen, Nairobi;
b) Clearance and application for graduation will close on **Wednesday, 18th November 2026,** at **12:00 noon**. This applies to all prospective graduands, including those who sat for Supplementary/Special examinations;
c) All students who completed their studies in the **2025/2026** Academic year and those who completed in previous academic years are advised to confirm their appearance on the graduation list by **Friday, 20th November 2026** at **12:00 noon.**
d) The final graduation list will be compiled on **Monday, 23rd November 2026,** at **5:00 pm;**
e) Gowns will be collected from the respective Schools/Directorates from **Thursday, 26th November 2026,** to **Wednesday, 2nd December 2026**. Graduands who have successfully applied for graduation are instructed to print the hiring of gowns form from their students' portal, and they shall be required to present it at their Schools/Institutes to facilitate the issuance of gowns;
f) All graduands are expected to attend the rehearsals on **Thursday, 3rd December 2026, at 10:00 am** at the Graduation Square, Main Campus, Karen; and
g) The last day for returning gowns is **Thursday, 17th December 2026.** Any delay in returning the gown by the stated date will attract a penalty of **KES 500 per day**.

We wish to take this opportunity to congratulate all prospective graduands for their hard work. Kindly adhere to the indicated timelines to avoid last-minute inconveniences.

Mr. Zachary Njeru
Ag. REGISTRAR, ACDRI

Copy to:

- Vice Chancellor
- DVC, ACDRI
- DVC, FPA
- Deans of Schools
- Dean of Students
- Directors of Institutes/Centers
- All CoDs
- Dep. Registrar AA
- AR, Examinations
- HoS, Admissions & Student Registry
- PICTO
- PRO
- University Timetabler
- Housekeeper
- Chairperson, CUKSU

ZN/jn

STEP-BY-STEP PROCEDURE FOR ONLINE STUDENTS' CLEARANCE AND GRADUATION CLEARANCE

There are two steps for eligibility for graduation

Step 1: Student Clearance

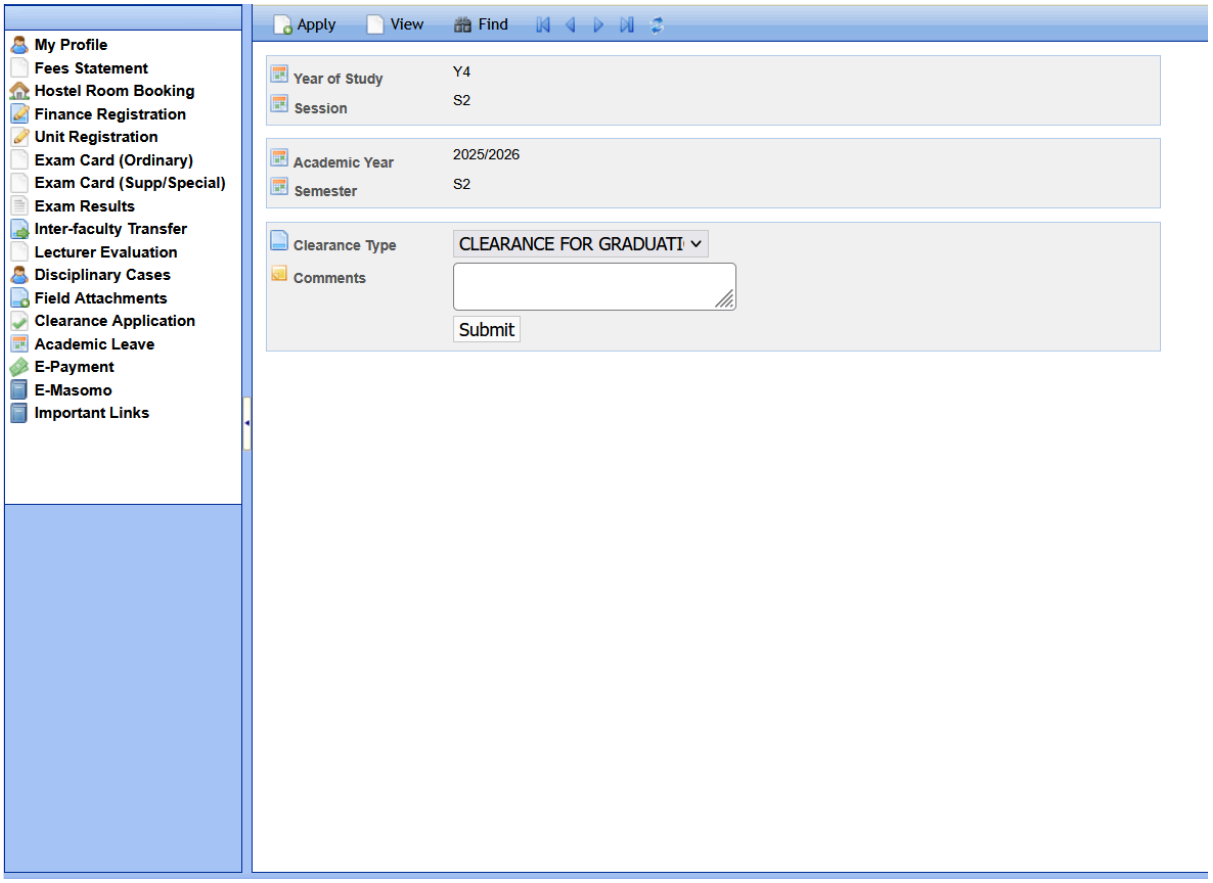
This step goes through the following approval processes:

1. Department
2. School/Institute
3. Library
4. Catering
5. Games and Sports
6. Student Affairs
7. Housekeeping
8. Academic Registry/Admissions
9. Finance
10. Examination

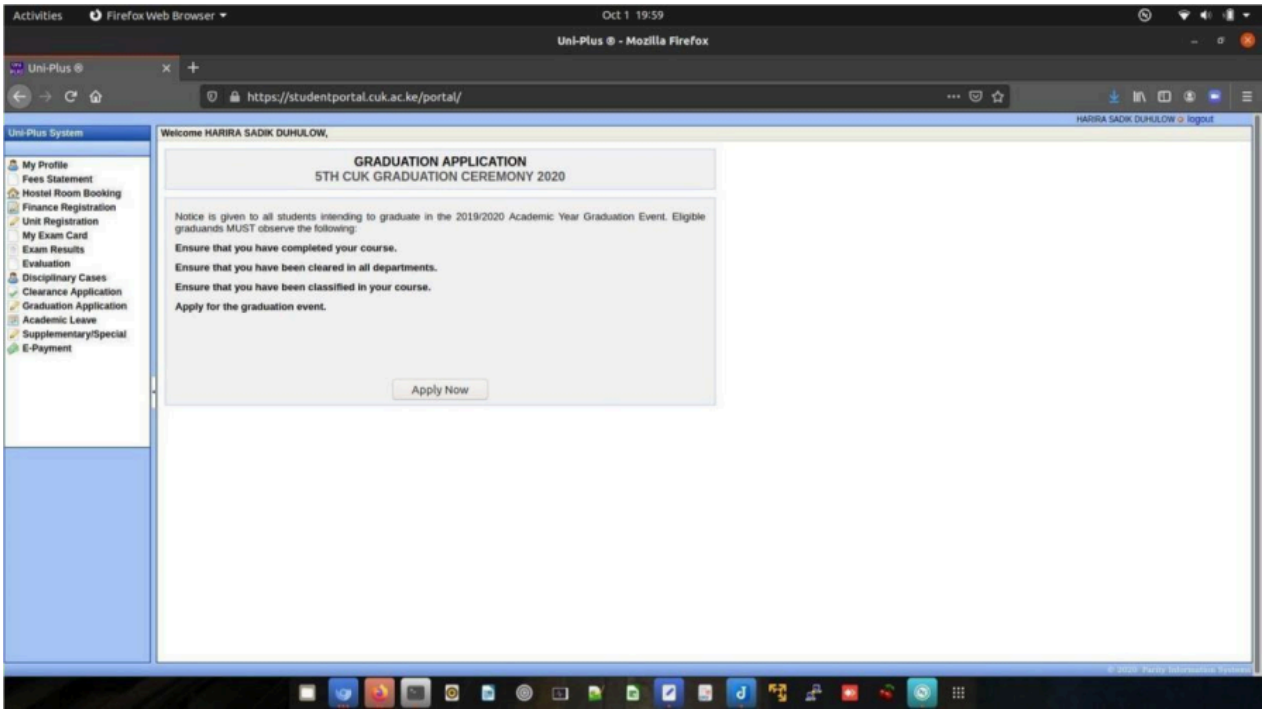
NB: **This clearance process MUST be completed for you to apply for graduation.**

Step 2: How to apply for student clearance

1. Log in to the student portal: https://studentportal.cuk.ac.ke/portal
2. Go to **Clearance Application** > click **Apply** and **Continue** > **Clearance** Type: **Clearance for Graduation.**



Graduation Application



For more information, visit our Graduation page via the link shared below: https://www.cuk.ac.ke/graduation/