TOM MBOYA UNIVERSITY

KNOWLEDGE FOR SUSTAINABLE INNOVATION ENTERPRISE

OFFICE OF THE DEPUTY VICE-CHANCELLOR - ACADEMIC, RESEARCH AND STUDENT AFFAIRS

THE FIFTH (5TH) GRADUATION CEREMONY TO BE HELD ON FRIDAY 20TH NOVEMBER, 2026

NOTICE TO ALL PROSPECTIVE GRADUANDS - 2025/2026 ACADEMIC YEAR

Tom Mboya University (TMU) wishes to inform **all candidates** who qualified for the conferment of degrees and the award of diplomas in the 2025/2026 academic year that the Graduation Ceremony will be held on **Friday, 20th November 2026** at **Tom Mboya University.**

All graduands and invited guests are required to be seated by 8:00 a.m.

Graduands are advised to take note of the following important requirements:

1. **Clearance of Tuition and other Statutory fees**
   Only Graduands who have cleared **all tuition and other statutory fees** will be eligible to Graduate.

2. **Graduation Charges**
   Graduands must pay the **mandatory graduation fee** on or before **Tuesday, 10th November 2026** to be included in the graduation list. This is processed through the student portal upon the initiation of the clearance process.

The graduation fees for various categories are as follows:

S/No	Category	Graduation Charges (KES)	Alumni Fees (KES)	Total (KES)
1.	Doctorate	9,000.00	2,000.00	11,000.00
2.	Masters	9,000.00	2,000.00	11,000.00
3.	Bachelors	7,000.00	2,000.00	9,000.00
4.	Diploma	4,500.00	2,000.00	6,500.00

3. **Confirmation of the Graduation Status**
   Graduands are required to confirm their graduation status and the order of names as they appear in their initial admission registration documents. This should be done through their respective faculties by completing the Graduation Application Form, available on the University website.
   The form must be submitted no later than **Monday, 9th November, 2026**.

4. **Payment of Graduation Charges**
   Graduation clearance will be conducted through the Student Portal.
   To complete your clearance, kindly follow the steps below:
   i. Log in to the **Student Portal**.
   ii. On the left-hand menu, click on **"Student Requests."**
   iii. Select **"Graduation Clearance."**
   iv. Initiate the graduation clearance process and **submit for approval.**
   v. You can monitor the **status of your clearance** through the portal.

   Once your clearance has been **fully approved**, the system will **automatically bill you the graduation fee.**
   You will then be required to make payment by navigating to **Financials → Fee Payment in the portal.**

5. **Academic regalia**
   The Academic Regalia will be issued from the respective Faculties between **Monday 16th** and **Wednesday 18th November, 2026** and **returned** not later than **Monday 23rd November, 2026.** Any delay in returning the Academic Regalia shall attract a **penalty of Ksh. 500 per day** after **23rd November, 2026.**

6. **Rehearsal**
   Rehearsal will take place at the **University** on **Thursday 19th November, 2026** beginning **10:00am. All Graduands MUST** be in **academic regalia** and be **seated** at **09:00am** for the **rehearsal.**

7. **Certificates**
   The schedule of issuance of certificates shall be communicated immediately after graduation. Certificates not collected **three (3) months** after graduation shall attract a charge of **Ksh. 1000** every month.

8. **Invitation**
   The e-card (graduation invitation card) will be available for download through the **Student Portal.** Log in to your portal, go **to "Downloads."**

9. **Enquiries**
   For more information, please contact:

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P.O. Box 199 - 40300,
Homa Bay.
Customer Care - 0746 401 703
Email: dvc-arsa@tmu.ac.ke
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