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Ref: DeKUT/REG.AA&R/A&R/Online Clearance/39/1

Date: 4<sup>th</sup> May, 2021

## **NOTICE TO ALL GRADUATING STUDENTS**

### **SUBJECT: ONLINE CLEARANCE FOR THE GRADUATING CLASS**

This is a notice to all students who qualified for conferment of Degrees and award of Diplomas and Certificates of Dedan Kimathi University of Technology. As communicated earlier, the University will hold the **10<sup>th</sup> Graduation Ceremony on Friday 28<sup>th</sup> May 2021**. However, due to the challenges posed by COVID-19 pandemic and the directives given by the Government of Kenya to help curb its spread, the Graduation ceremony will be conducted virtually.

In this regard, all students who are scheduled to graduate will be required to **CLEAR ONLINE** as from **Wednesday 5<sup>th</sup> May, 2021**.

The following are the guidelines for the Online Clearance process:

- a) Visit **DeKUT Main Website**.
- b) Go to the '**home page**', under '**resources**', click on '**Student Online Clearance**'.
- c) A log in window pops out, whereby you will be required to log in using the **Registration Number** as your **User Name**, and the **Password** similar to the one you usually use on the **Student Portal**.
- d) To access detailed instructions on how to go about the clearance process, click on '**instructions**' icon that is available on the log in window.
- e) When clearing online you will be required to upload **an Official Coloured Passport Size Photograph in either JPEG or PNG format**.

- f) In addition, you will also be **required to scan and upload the documents** listed below in **PDF format**:

S/No	Category of Students	Requirements
1	Diploma Students	i) Copy of National I.D ii) Copy of Form Four Certificate
2	Bachelors (GoK Sponsored students)	i) Copy of National I.D ii) Copy of Form Four Certificate
3	Bachelors (Self Sponsored Students admitted with Form Four Certificate only)	i) Copy of National I.D ii) Copy of Form Four Certificate
4	Bachelors (Self Sponsored Students admitted with Diploma Certificate)	i) Copy of National I.D ii) Copy of Form Four Certificate iii) Copy of Diploma Certificate
5	Masters Students	i) Copy of National I.D ii) Copy of Form Four Certificate iii) Copy of Bachelors Certificate
6	PhD Students	i) Copy of National I.D ii) Copy of Form Four Certificate iii) Copy of Bachelors Certificate iv) Copy of Masters Certificate

**Kindly note:**

- i) The clearance process is sequential i.e the Dean of School cannot clear you before the CoD clears you etc.
- ii) At any given time, you can log into your **Online Clearance Account** and monitor the progress of your clearance request.
- iii) Once the clearance process is over, you will be required to print a copy of '**Student Clearance Form**' which you will present to the University when seeking various services.



Prof. J. W. Khamasi, EBS

**REGISTRAR ACADEMIC AFFAIRS & RESEARCH**

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School/Institutes Administrators, CODs, Student Finance Officer, Housekeeper, Director, Students' Welfare, Librarian, Sports Officer