



Office of the Registrar (Academic & Students Affairs)  
INTERNAL MEMO



TO: ALL 2025 GRADUATES

DATE: 13<sup>TH</sup> October, 2025

THRU: DVC ASA *For [Signature]*

*for* THRU: REGISTRAR (ASA) *[Signature]*

FROM: HOD EXAMS



**SUBJECT: NOTIFICATION REGARDING COLLECTION OF CERTIFICATES**

This is an important update for all graduates regarding the collection of your certificates.

The Vice Chancellor during graduation day, announced that an official announcement for collection of certificates will be issued in due time.

It is for this reason that we are hereby notifying all 2025 graduates that certificates will be issued in batches, starting with the first batch on the **Monday 27<sup>th</sup> October, 2025**. The names of those graduates who are in the first batch will be announced soon.

We therefore humbly request for your patience and understanding as we await a way forward on this matter. We further request that you look out for the official announcement which shall be posted on the graduation portal, on the University website as well as other social media outlets. Please await this formal notice. **Do not come to collect until this formal notice has been issued.**

Your Sincerely

*[Signature]*

**DR. FAIZ SHEE**  
**HOD-EXAMINATIONS**

