



Maasai Mara University

OFFICE OF THE REGISTRAR – ACADEMIC AFFAIRS

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NAROK

FROM: Registrar, Academic Affairs

DATE: 26th February 2018

TO: PROSPECTIVE 2018 GRADUANDS

REF: MMU/AA031/040/17/VOL.3 (154)

SUBJECT: INTENT TO GRADUATE FORMS

The fourth year, second semester students (2014 group), Diploma and Postgraduate students who are due to graduate this year are required to fill the **intent to graduate forms**, obtainable from the University website.

The forms should be filled in Quadruplicate; the original to be submitted to the office of the Registrar, Academic Affairs, 1st copy to the respective School, 2nd copy to the ERP Administrator and the 4th copy retained by the student. The ERP Administrator's office is based at the Prof. Jonathan Ole Karei lecture halls, LT 027. The forms should be submitted to the respective offices, not later than **Wednesday, 14th March 2018**.

Please note that the copy to be left with the ERP Administrator will be used to correct the student's names on the ERP. It is the responsibility of each student to ensure that the name is captured correctly, in the order in which it should appear on both the transcripts and certificates. Students will therefore bear the cost of any corrections made to names on the certificates and transcripts.

A handwritten signature in blue ink, appearing to read 'Dr. Otieno Fredrick Onyango'.

Dr. Otieno Fredrick Onyango
REGISTRAR, ACADEMIC AFFAIRS

Copy to:

- Ag. Deputy Vice Chancellor (A & SA)
- Deans of Schools
- ERP Administrator
- ICT Manager
- Director, PSSP/TVET
- Director, Highlands State College
- Director, E-Smart College, Mumias

