



## THE CO-OPERATIVE UNIVERSITY OF KENYA

### INTERNAL MEMO

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TO: All 2018 CUK GRADUANDS                      REF: CUK/EX/VOL.2/04  
FROM: AR, Examinations                              DATE: 19<sup>th</sup> February, 2019

#### **RE: COLLECTION OF CERTIFICATES**

Reference is made to the above mentioned subject.

This is to inform all 2018 graduands that certificates are ready for collection from Examinations office between 9:00 am and 4:00 pm during weekdays (Monday to Friday).

Note that we only prepared certificates for those who completed and submitted declaration forms indicating the order in which they would like their names to appear.

The following are the requirements for certificate collection:

1. **Must appear in person**
2. **Must present original National Identity card**
3. **Must Present original student ID card**
4. **Must present fully completed student clearance form**
5. **Must present gowns hiring form**

Thank you

Dr. Michael O. Ngala  
**AR, Examinations**

