



TAITA-TAVETA UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC, RESEARCH & OUTREACH)

P.O.BOX 635-80300 – Voi; Tel: 020-2437267, 020-2422206; Email: registrar-aro@ttu.ac.ke; Website: www.ttu.ac.ke

ANNOUNCEMENT OF THE 9TH GRADUATION CEREMONY TO BE HELD ON FRIDAY, 13TH NOVEMBER, 2026

Taita Taveta University (TTU) wishes to inform ALL students who qualified for conferment of Degrees and award of Diplomas/Certificates at the end of the **2025/2026** academic year and members of the public, that the **9th Graduation Ceremony** will be held on **Friday, 13th November, 2026** commencing at **8.00 a.m.** at the **University Sports Pavilion - Main Campus**.

TTU congratulates all the graduands on their success and extends a warm invitation to the graduands, parents and other invited guests to attend the ceremony. The following are the instructions pertaining to graduands participation in the Graduation Ceremony:

CLEARANCE

Each graduand must clear with all departments and sections shown on the clearance form. Only those graduands who will have completed paying fees due to the University by **Saturday 24th October, 2026 will be eligible to graduate.**

GRADUATION FEES/ HIRE OF ACADEMIC DRESS/ALUMNI MEMBERSHIP

- a) All graduands are required to pay mandatory non-refundable fees for the graduation ceremony, hire of academic attire and membership to the Taita Taveta University Alumni Association as detailed in the table below:

S/N	Award	Mandatory Graduation Fees (KES)	Non-refundable Hire of Gown (KES)	Mandatory Alumni Membership (KES)	Total (KES)
1	Diploma/Certificate	4,000	600	2,000	6,600
2	Degree	5,000	700	2,000	7,700
3	Masters	6,000	800	2,000	8,800

- b) Deadline for Payment of Graduation and Alumni Fees deadline is **Friday 6th November, 2026.**
- c) The payment of Graduation Fees and Hire of Gown should be made through **student's portal on e-citizen pay bill 222222.**
- d) **The Alumni Membership Fees should be paid to the following account.**

BANK	ACCOUNT NAME	ACCOUNT NUMBER
Kenya Commercial Bank	Taita Taveta University Alumni Association	1224713222

- e) Graduands will be required to submit proof of payment of Graduation Fees/Hire of Gowns and Alumni Membership (Bank slip) for clearance by Student Finance Office before issuance of gown.
- f) The attire may be collected from **Monday 9th to Wednesday 11th November, 2026** during working hours from the respective Offices of Deans of Schools.
- g) All gowns shall be returned to the respective Schools by **Friday, 27th November, 2026**. A **charge of KES 500 per day** will be applied after this date.

GRADUATION LIST

- a) The Final Graduation list shall be posted on the University website www.ttu.ac.ke by **Monday 26th October, 2026**.
- b) Graduands are required to **ascertain the correctness of the spelling of their names and name order** as per the graduation list, and **report any corrections by filling the prescribed form “Name Correction Form” available on the university website. The form should be submitted** to the Registrar (ARO) on email registrar-aro@ttu.ac.ke and copied to the respective Dean of School **by Thursday 15th October, 2026**. New names different from those used at **admission** will **NOT** be permitted.

INVITATION CARDS

Each eligible graduand will be issued with two invitation cards for two guests.

REHEARSAL

- a) The rehearsal is an integral part of the Graduation Ceremony and therefore it is **mandatory**.
- b) All Graduands intending to participate in the Ceremony **MUST** attend the Rehearsal on **Thursday, 12th November, 2026 at 2.00 pm** at the University Sports Pavilion. Graduands should be seated by **2.00 pm** for the rehearsal.

GRADUANDS PROCESSION ON GRADUATION DAY

- a) All graduands will enter the Graduation Square in a procession. The procession will form at **7.30 a.m.** with all the graduands at the main administration building lined according to their respective Schools. The procession will enter the Graduation Square at **8.00 a.m.**
- b) Only graduands who will be in the procession will be allowed into the Graduation Square for the Graduation Ceremony.

SEATING ARRANGEMENTS

- a) Seats for all the graduands are **labelled with their names and arranged in the order** in which the names appear in the graduation booklet. Proceed to your seat at the designated time and occupy it throughout the Graduation Ceremony.

PUNCTUALITY

All invited Guests are required to be seated by **8.00 am**. Those arriving late will not be allowed into the Graduation Square.

CONDUCT DURING THE CEREMONY

- a) Graduation is a solemn event and shall be appreciated with all the seriousness attached to it. Silence must be maintained throughout the Ceremony.
- b) Movement and photography by graduands and guests are prohibited during the Ceremony. Everyone remains seated unless instructed otherwise.
- c) Each graduand must stand when his/her name is read by the respective Dean from the graduation list. The Tassel of the Cap will at that time be on the front right-hand side. After conferment of the Degree by the Chancellor, all graduands will turn their tassel to the front left-hand side, bow/courtesy and sit down.

CERTIFICATES

- a) All Certificates will be available for collection from the respective Deans Office.
- b) The following will be required for collection of the certificate: i) Original clearance form duly filled and signed by all departments, ii) Original Gown collection Form, and iii) Original ID or Passport.
- c) Certificates are NOT re-issued.
- d) While collecting certificates, graduates must ensure that their names are correctly spelt because alterations will not be possible after the degree certificate has been collected.

STORAGE CHARGES

Every graduate shall be required to collect his/her certificate by January **Friday, 15th January, 2027**. Any certificate not collected by this date shall attract a storage charge of **KES 1,000.00** per year. After the expiry of the collection date, a storage charge of **KES 1,000.00** will be applied.

ACCOMMODATION

Graduands and invited guests are expected to make their own accommodation arrangements.

NOTE:

Any changes to the instructions will be communicated when need arises.

For further information, please contact:
The Registrar (Academic, Research and Outreach)
P. O. Box 635-80300, Voi – Kenya
Email: registrar-aro@ttu.ac.ke
Website: www.ttu.ac.ke