



# THE TECHNICAL UNIVERSITY OF KENYA

## Certificate Collection Announcement

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The Technical University of Kenya (TUK) is pleased to inform all graduates who were conferred with Degrees and awarded Diplomas and Certificates during the November 2024 Graduation Ceremony that their certificates will be ready for collection from **Monday, 24th February 2025**.

### 📍 POINT OF ISSUE

Certificates will be issued from:  
**Examinations Office**  
*(Ground Floor, Administration Block)*

### 🕒 OFFICE HOURS

Certificates will be issued during working days at the following times:

- **Morning:** 8:00 a.m. – 1:00 p.m.
- **Afternoon:** 2:00 p.m. – 5:00 p.m.

### 📋 REQUIREMENTS FOR CERTIFICATE COLLECTION

Graduates must present the following documents:

1. Duly completed and signed "**Request to Collect Certificate Form**"  
*(available on the student portal)*
2. Photocopy of the "**Application to Graduate Form**"
3. Photocopy of the "**Clearance Certificate**"
4. Copy of the "**Current Fee Statement**" *(downloadable from the student portal)*
5. Original and photocopy of the **National Identification Card (ID)**

## **COLLECTION BY AN AUTHORIZED PERSON** (*NEXT OF KIN*)

If you are unable to collect the certificate in person, the following conditions apply:

1. Certificates will only be issued to the **Next of Kin** as recorded in the student's registration details.
2. The authorized person must present a signed **authorization letter** from the graduate, clearly stating:
  - Full name of the authorized person
  - Their ID number
  - Student's full name and ID number
3. The authorized person must present all the documents listed above (*excluding the student's original ID*).
4. **Original and photocopy** of the **Next of Kin's National ID Card** are required.

### **IMPORTANT POINTS TO NOTE**

#### 1. **Deadline for Collection:**

Certificates not collected by **31st May 2026** will attract a storage fee of **KSh 1,000 per year** thereafter.

#### 2. **Eligibility for Collection:**

Only graduates who have **fully cleared with the University** will be issued their certificates.

#### 3. **Past Graduates:**

Graduates who completed their studies **before 2024** are **strongly encouraged** to collect their certificates immediately to avoid accumulation of charges.



Dr. Moses W. Wamalwa  
**ACADEMIC REGISTRAR**