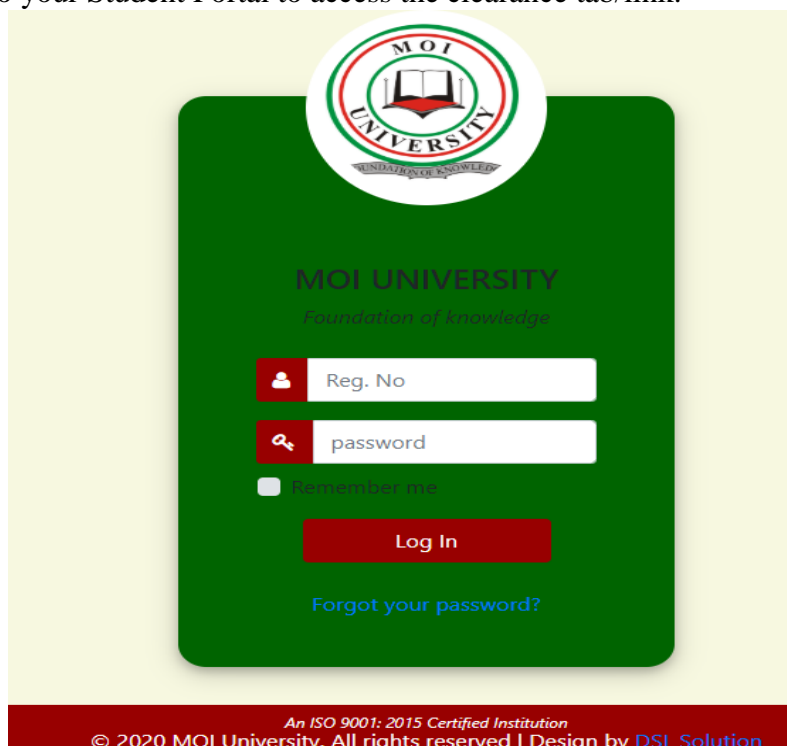


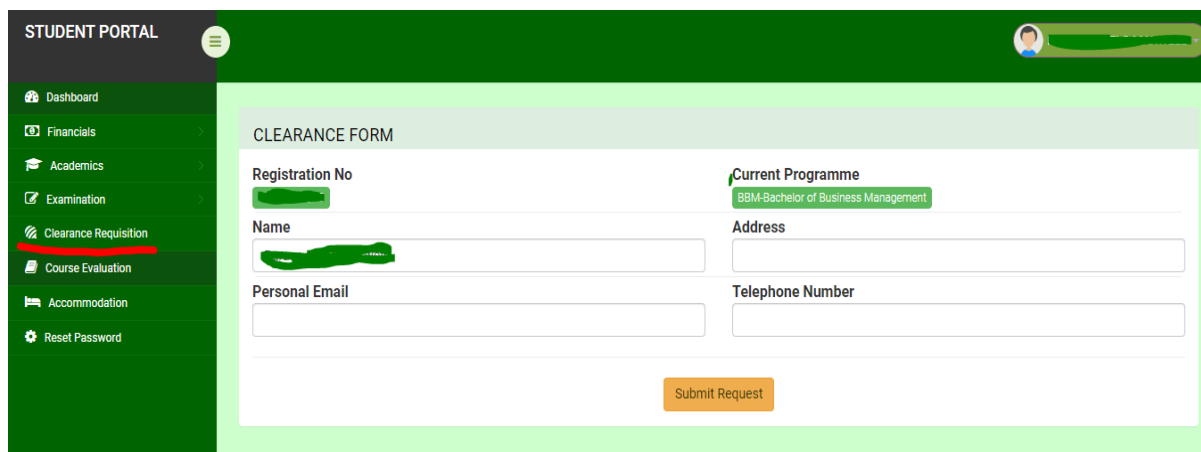
ONLINE CLEARANCE

INSTRUCTIONS TO STUDENTS

1. Login to your Student Portal to access the clearance tab/link.



2. You will be required to fill the required fields as follows;
 - a. Name (as in the graduation book)
 - b. Campus
 - c. School
 - d. Department
 - e. Contacts (Mobile number, Email & Home address)
3. Once you input all the required details, a submit tab will be made available. Click submit.

The image shows a screenshot of the 'STUDENT PORTAL' interface. On the left is a dark green sidebar with a menu containing: Dashboard, Financials, Academics, Examination, Clearance Requisition (highlighted with a red underline), Course Evaluation, Accommodation, and Reset Password. The main content area is titled 'CLEARANCE FORM' and contains several input fields: 'Registration No' (with a green redaction), 'Name' (with a green redaction), 'Personal Email', 'Current Programme' (with a dropdown menu showing 'BBM-Bachelor of Business Management'), 'Address', and 'Telephone Number'. A green 'Submit Request' button is located at the bottom right of the form.

4. Once submitted, a clearance progress page will be displayed to enable you to follow the progress of your clearance request.

CLEARANCE REQUEST

☰ Clearance Request

Requisition Number	Date	Requisition Type	Status
REQ-0000384	14/07/20	Clearance	Pending Approval

5. Clearance sequencing will be as follows

- i. Academics**

- a. School Administrator
 - b. Chairman of department
 - c. Dean of school
 - d. Deputy registrar Admissions

- ii. Student Affairs**

- a. Hostels
 - b. Games & Sports
 - c. Dean of students
 - d. Registrar (Student affairs)

- iii. Finance Department**

- a. School Accountant
 - b. Accountant MUSACS
 - c. Accountant Student Finance

N:B It is your responsibility as a student to ensure all charges and fees have been paid in full before seeking clearance. The system will not allow a student to book for certificate collection before clearance by the **Accountant Student Finance**.

COLLECTION OF CERTIFICATES

INSTRUCTIONS

- 1. Booking for collection of your certificate:**

Upon successful clearance, you can then book to collect your certificate online.

- i. A dialogue page will require you to fill the preferred date of collection – This will be subject to availability of space.
 - ii. Examinations have set a maximum number of bookings per day.
 - iii. Once the day is fully booked, it will not be available for further booking. You can choose another day.

N:B If you will not be able to collect the certificate on the day you had booked inform examinations by mail on exams@mu.ac.ke

- 2. Collection of Certificate.**

- a. Print the completed clearance form.
 - b. The printed clearance form will be validated by Accountant Student Finance.
 - c. You will then present yourself to examination office with the original and copy of the following requisite documents;

- i. K.C.S.E Certificate for Diploma & Undergraduates or Degree Certificate for Postgraduates
- ii. National Identity Card or Passport.

PLEASE NOTE

In order to serve you better , make travel arrangements ONLY after successful online clearance.

Print the completed clearance form and bring it with you to collect your Certificates and Transcripts

RESPONSIBILITY OF STUDENTS AND VISITORS

1. All those collecting certificates should wear face masks, observe social distancing, and wash hands at designated points.
2. All persons entering the university shall be required to sign-in and sign-out at the entry point(s) to the university.
3. All those collecting certificates are expected to visit only one point, the Student Centre, and leave after being served.

N/B

Incase you have challenges accessing your student portal send an email to ictdirector@mu.ac.ke or text to 0747505995 0724470340 0780978340