

**UNIVERSITY OF EASTERN AFRICA, BARATON**

**CHARTERED LEGAL NOTICE No. 111, 1991**

**GRADUATE STUDIES**

 **LETTER OF COMPLETION CHECKLIST**

**NOTE**: A letter of completion is issued to a graduating student once he/she has met all the graduation requirements as stipulated in this checklist. Graduation clearance is authorized by the University Senate upon recommendation by the department and the Board of Graduate Studies.

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (*As per Admission Certificate*)

 Degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admission date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY) Bulletin of Graduation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Instruction: Kindly put an X mark in the box provided if you have submitted the particular***

 ***document.***

1. **Certified photocopies (stamped by the Registrar) of relevant degree certificate(s),**

**which was(were) the basis of admission [ ]**

1. Copy of Graduation Application Agreement Form [ ]

(Attach receipt of late graduation application fee payment if application was signed

 after the deadline for submission of application for graduation)

1. Letter of Clearance from **Department Chairperson** and Endorsements by relevant

**School Dean** and **Director of Graduate Studies** [ ]

1. Academic Program Checklist of Student’s Degree Course [ ]
2. Other items that may be required such as Board of Graduate Studies approval of

 transfer of credits earned from recognized institutions (if applicable) etc. [ ]

1. Documentary proof that Graduation Fee has been paid in full and other financial

Clearance (accomplished student checkout form) [ ]

**NOTE: Students are advised that processing Letter of Completion requires at least two to three working days or longer during the registration periods.**

**CERTIFICATION**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that all the information and documents submitted above is correct to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Signature Date*