



THE SIAYA NATIONAL POLYTECHNIC

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OFFICE OF THE REGISTRAR - ACADEMICS AND TRAINING AFFAIRS
GRADUATION APPLICATION FORM

Name..... Adm. No.....

National ID No..... Phone No..... Gender.....

Department..... Course

EXAMINATIONS/ ASSESSMENTS

Module/Year	Year	Exams Series	Results Attained
E.g Module 1	E.g 2023	E.g November	E.g Distinction, Credit, Pass, Fail, Mastery, Proficiency, Not Yet Competent, Refer
Refers (If any)	Year	Exams Series	Status (Passed/Not Passed)

Signature _____ Date _____

FOR OFFICIAL USE ONLY**1. HEAD OF DEPARTMENT:**

I have assessed the request for graduation and I recommend/ do not recommend for consideration.

Reason if not considered _____

Name _____ Sign & Stamp _____

2. EXAMINATIONS/ASSESSMENTS OFFICER

I recommend/do not recommend that the applicant may be considered for graduation scheduled for _____ as he/she has no pending Refer/Examination/Assessment issue.

Name _____ Sign & Stamp _____

3. FINANCE MANAGER

The applicant may be considered/not be considered for graduation in _____. I have confirmed that **ALL** the Training & Examinations/Assessment Fees have been **correctly** Billed and Paid.

Reason if not considered _____

Graduation Fee Paid (Ref. No.) _____

Name _____ Sign & Stamp _____

4. REGISTRAR ACADEMICS & TRAINING AFFAIRS

Remarks _____ Sign & Stamp _____

This form MUST be surrendered to the REGISTRAR ACADEMICS AND TRAINING AFFAIRS and a copy retained by the Applicant.