



MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

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OFFICE OF THE REGISTRAR (Academics and Students Affairs)

NOTICE FOR THE 13TH GRADUATION CEREMONY

This is to inform all students who meet the requirements for conferment of Degrees and award of Diplomas/Certificates of Meru University of Science and Technology, that the University will hold its 13th Graduation Ceremony on **Friday 17th October, 2025, starting at 8.00 a.m.** at the Graduation Gardens, Main Campus. Please note the following important details:

(i) APPLICATION FOR GRADUATION

Prospective graduands are required to apply for the graduation through their student portals between **Monday 18th August 2025 and Friday 12th September 2025.**

(ii) CLEARANCE

Graduands will be required to clear with relevant departments through their students' portal on or before **Friday 26th September, 2025.**

(iii) GRADUATION FEE PAYMENT

Graduands must have cleared the graduation fee shown in **Table 1**, and any outstanding fees owed to the University. All payments must be made by **Friday 26th September 2025.** Graduands who will not abide by this deadline will not be allowed to graduate.

Table 1: Graduation Fee

S./No	Award	Alumni Fee (Ksh.)	Graduation Fee (Ksh.)	Total (Ksh.)
1.	PhD	1,500	6,000	7,500
2.	Masters	1,500	5,500	7,000
3.	Postgraduate Diploma	1,500	5,300	6,800
4.	Bachelors	1,500	5,000	6,500
5.	Diploma	1,500	4,500	6,000
6.	Certificate	1,500	3,500	5,000



MUST is ISO 9001:2015 and ISO/IEC 27001:2013 CERTIFIED

(iv) GRADUATION FEE PAYMENT PROCEDURE

Payment will be made through E-citizen **platform as per the following step by step guide:**

- a) Login to the student portal: <https://student.must.ac.ke>
- b) On the dash board, go to “Fee Payment”
- c) Under Fee Payment, click “Make Payment” and select the service you wish to pay for. For example, (Tuition Fee, Graduation fee etc.); In this case select “Graduation Fees”.
- d) Key in the amount you wish to pay and click “Pay Now”.
- e) The system takes you to another page with options on various methods you can use to pay with, i.e., Mpesa and other bank options plus a “Payment Ref” which is a unique seven letter code, e.g. LLYXDZW. The **Payment Ref** becomes the “**account number**” for this transaction
- f) Copy the Payment Reference code generated in (5) above and exit the platform. Go to Mpesa Sim Tool Kit on your phone and select “Lipa na Mpesa service”. Select Paybill option and enter **222222** as the pay bill (**Business**) number. Enter the “**Payment Ref**,” which is the 7 letter digit from Step 5 above as the account number. Input the amount which **must be exactly** the same amount in step 4 above and complete the transaction using your Mpesa PIN.

(v) GRADUATION ATTIRE

Graduands are required to be in full graduation attire for both rehearsal and graduation ceremonies. In this regard graduands are expected to collect their graduation attire between **Monday, 6th October 2025** and **Thursday 16th October, 2025** at each school’s designated venue.

The graduation attire should be returned to the same venue as from **Monday 3rd to Friday 14th November, 2025** after which a penalty of **Kshs 1,000 per day** shall be charged.

(vi) REHEARSAL AND GRADUATION CEREMONY

Graduands are required to attend the rehearsal on **Thursday, 16th October, 2025** at **10.00 a.m.** and **Graduation Ceremony** on **Friday 17th October, 2025** at **8.00 am** at the Graduation Square, Main Campus.

(vii) COLLECTION OF CERTIFICATES

Certificates will be issued between **Monday 3rd and Friday 14th November, 2025**. Graduates are notified that they are expected to collect their certificates within one year from this date, after which an annual storage fee of **Ksh. 1,000** will be charged.

REGISTRAR – ACADEMICS AND STUDENTS AFFAIRS



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