

# KENYA METHODIST UNIVERSITY

## OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

### MEMO

TO : ALL STUDENTS  
FROM : Registrar, Academic Affairs  
REF : KEMU/B/RGAA/GEN/013  
DATE : July 5, 2024  
SUBJECT : EXAMINATION CLEARANCE: 2<sup>ND</sup> TRIMESTER 2024


The above subject refers.

This is to notify you that the end of 2<sup>nd</sup> Trimester 2024 Examinations runs from Monday, 5<sup>th</sup> August to Saturday, 17<sup>th</sup> August 2024.

Examination clearance will be done as follows:

1. Missed, special and supplementary - Monday, 8<sup>th</sup> July 2024 to Friday, 12<sup>th</sup> July 2024 – Download and fill in the missed, special or supplementary examination form available in the student portal for clearance.
2. End of year Examinations (SMHS) – Monday, 15<sup>th</sup> July 2024 to Friday, 19<sup>th</sup> July 2024 - Download the examination card from the student portal for clearance. You are required to clear outstanding fees with the Finance Department, print out the examination clearance card and have it signed and stamped by the Finance Department, then drop a copy at the Student Records office.
3. End of 2<sup>nd</sup> Trimester 2024 – Monday, 22<sup>nd</sup> July 2024 to Wednesday, 31<sup>st</sup> July 2024 – Download the examination card from the student portal for clearance. Please clear early to avoid congestion towards the end of this period. You are required to clear outstanding fees with the Finance Department, print out the examination clearance card and have it signed and stamped by the Finance Department, then drop a copy at the Student Records office.

During examination, every candidate is expected to present a valid Student ID card and the Examination Clearance Card which will be validated against the printed examination attendance lists in the examination room.

  
Dr. Lucy Ikiara, PhD.  
Registrar, Academic Affairs

cc: Vice Chancellor  
Deputy Vice Chancellor (ASA)  
Deputy Vice Chancellor (F&A)  
Principal Nairobi Campus  
Campus Directors  
School Deans  
CoDs  
Chief Finance Officer

