Kenya Methodist University

P. O. Box 267-60200.Meru. Kenya.Tel:064-3131 276, Mob: 0724-256 162, Email: academic.registrar@kemu.ac.ke Website: www.kemu.ac.ke

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS
INTERNAL MEMO

TO	:	ALL STUDENTS AND STAFF
FROM	:	Registrar, Academic Affairs
REF	:	KeMU/RGAA/CSF/4/48
DATE	:	18th November 2026
SUBJECT	:	EXAMINATION CLEARANCE FOR 3RD TRIMESTER 2026

Reference is made to the above subject matter.

This is to notify all students that the End of 3rd Trimester 2026 Examinations will be conducted from **Monday, 30th November to Friday, 11th December 2026.**

All students are required to clear any outstanding fees with the Finance Department before downloading and printing their Examination Clearance Card from the Student Portal.

Examination Clearance Schedule:

1. **Missed and Supplementary Examinations: Wednesday 18th November to Friday, 27th November 2026.** Register for your missed and/or supplementary examinations through the Student Portal, then download and print your Examination Clearance Card.
2. **Special Examinations: Wednesday 18th November to Friday, 27th November 2026.** Submit a requisition through the Student Portal. Once approved, you will be notified to download and print your Examination Clearance Card.
3. **End of 3rd Trimester 2026 Examinations: Wednesday 18th November to Friday, 27th November 2026.** Download and print your Examination Clearance Card from the Student Portal.

All printed Examination Clearance Cards must be presented to the Finance Officer for **signing and stamping.** Upon completion, submit a copy of the signed and stamped card to the **Student Records Office.**

Students are strongly advised to begin the clearance process early to avoid last-minute congestion.

During examinations, every candidate is required to present a **valid Student ID Card** and the **Examination Clearance Card**, which will be verified against the printed examination attendance lists in the examination room.

18 NOV 2026

Dr. Lucy Ikiara, PhD.
Registrar, Academic Affairs

Cc: Vice Chancellor
Deputy Vice Chancellor (ARSA)
Deputy Vice Chancellor (APF)
Principal, Nairobi Campus
Director, Mombasa Campus
Director, TVET Institute
Deans
CoDs
Chief Finance Officer