06th January 2025

AMENDEMENT OF CLEARANCE FOR GRADUATION NOTICE

From: Office of the Deputy Principal in Charge of Academics and Training

**To:** All Prospective Graduands

Dear Graduands,

Re: Clearance for RP 8th Graduation

Reference is made to the RP 8th Graduation Clearance notice of 24th December 2024,

This is to inform all students who completed their Academic studies during the 2023-2024 academic year that deadline of the ongoing clearance process for RP 8th Graduation expected to be completed on 24th January 2025 has changed to 20th January 2025.

Completing this clearance is essential for graduation, as no student can graduate or be included on the graduation list without successful completion of clearance with a payment of 10,000Frw for graduation fees.

We strongly encourage you to complete your clearance not later 20th January 2025. Please find the attached clearance guidance for your consideration.
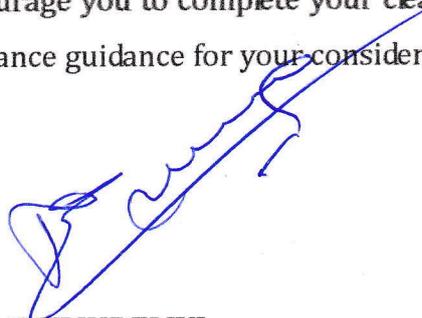
Dr. Esdras NSHIMYUMUREMYI
Deputy Principal in Charge of Academics and Training

cc:
-DSA
-DAS
-DAF
-HoD (All)
-Notice Board

GUIDANCE FOR GRADUATION CLEARANCE

Article 224: Eligibility for Graduation

A candidate shall be deemed eligible for the award of a graduation certificate/degree if there is evidence of:

1. **Admission to the Program:** The candidate must have been formally admitted to the program.
2. **Regular Enrolment and Attendance:** The candidate must have maintained regular enrolment and attendance throughout the program.
3. **Satisfactory Performance:** The candidate must have satisfactorily completed all required assessments.
4. **Complete Personal Files:** The candidate must have well-maintained personal files, containing all required documents from the time of admission.
5. **Discharge of Obligations:** The candidate must have fulfilled all obligations owed to the College, including payment of fees, submission of Final Year Projects or Capstone projects to Library and return of library books, and submission of a filled clearance form in MIS.

Article 227: Graduation Fee

Every graduand will be required to pay a graduation fee of 10,000 Rwf

To pay the graduation fee through the Management Information System (MIS) during the clearance period, follow these steps:

1. **Log in to MIS:** Access the MIS portal using your student credentials.
2. **Navigate to the Payment Section:** Look for the section related to fees or payments.
3. **Select Graduation Fee:** Choose the option to pay the graduation fee.
4. **Enter Payment Details:** Fill in the required payment information.
5. **Confirm Payment:** Review the details and confirm the payment.

Make sure to complete this process during the designated clearance period to ensure your payment is recorded properly. If you encounter any issues, contact the finance unit or registration's office for assistance.