



**GREAT LAKES UNIVERSITY OF KISUMU  
OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS**

**ACADEMIC GOWNS, HOODS AND CAPS HIRING FORM**

(To be filled in duplicate before collection of academic attire)

**PART A: TO BE COMPLETED BY GRADUANDS**

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**SURNAME** ..... **OTHER NAMES** .....

**FACULTY**..... **REG. NO:**.....

**EMAILADDRESS**..... **TEL. NO:**.....

**EMAIL:** .....

**AMOUNT PAID: KSHS. (Graduation Charges)** .....

**RECEIPT NO**.....

I confirm that I have been issued with the following items: (TICK as appropriate)

ITEM	CADRE			
	DIPLOMA/CERTIFICATE	UNDERGRADUATE	MASTERS	PHD
Gown				
Hood				
Cap				

I fully understand that the above items must be returned before or by **Friday 10<sup>th</sup> December, 2021**, failure to which I shall pay a penalty of Kshs. 500 per day until all the items are returned, OR pay the full cost of the items plus the penalty in the event of loss of items or damaged while in my possession.

*THE ITEMS MUST BE RETURNED TO THE FACULTY WHERE THEY WERE ISSUED*

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**SIGNATURE** ..... **NATIONAL ID NO.** ..... **DATE** .....

**PART B: FOR OFFICIAL USE ONLY**

(To be filled by the Receiving Officer upon return of item/s borrowed)

I confirm that the above named has returned the Academic Regalia as follows:

ITEM	CADRE			
	DIPLOMA/CERTIFICATE	UNDERGRADUATE	MASTERS	PHD
Gown				
Hood				
Cap				

**Officer's Name**..... **Signature**:..... **Date**:.....

**Penalty (If any) No. of Days**..... **Ksh**..... **Receipt No**.....

**GRADUANDS MUST RETAIN THE ORIGINAL COPY OF THIS FORM, TO BE PRODUCED WHEN COLLECTING RESPECTIVE CERTIFICATE, DIPLOMA AND DEGREE CERTIFICATES.**

**KEEP SAFE: Wear your mask properly, Wash your hands with water & soap or Sanitize and Keep Social Distance**