



KENYA INSTITUTE OF BUSINESS AND COUNSELLING STUDIES (KIBCO)

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We Train, We Care

DECLARATION OF INTENT TO GRADUATE

Instructions:

- It is your responsibility to ensure that all academic requirements have been met for graduation.*
- Fill the Section A and obtain all verifications and clearances. This form is only for academic clearance; therefore should be cleared by your Training Department before **Final Clearance for Graduation.***

SECTION A: STUDENT'S DECLARATION

Admission Number	
Full Name	
Programme/Course	
Specialization (if applicable)	
Telephone	
Year of enrolment	
Year of intended graduation	

I declare that I have met all requirements to graduate from the above-stated Programme, and I have confirmed that my full name in this form matches that in the Students Portal (if not so, visit Students RecordsOffice for updates)

Signature Date.....

SECTION B: VERIFICATION OF ACADEMIC REQUIREMENTS BY THE TRAINING DEPARTMENT

Credits Hours Required	
Credits Hours Covered	
Total Credit Hours Covered	

SECTION C: INCOMPLETE/WITHDRAWALS

Academic requirements have not been met subject clearance of the following courses:	
Course Code	Course Title

Chair of Department..... Sign..... Date.....

NB: Any student with Incompletes (I) will not be able to receive Official Transcript after graduation.