

	TECHNICAL UNIVERSITY OF MOMBASA		
	Document: Form		Ref No.: TUM/Form/RAA/046
	Title: HIRE OF GRADUATION ATTIRE		
	Department: REGISTRAR ACADEMIC AFFAIRS		
	Issue No.	Revision No. 0	Date: 8th July 2025

(To be filled in Duplicate)

A) PARTICULARS OF GRADUAND/HIREE

First Name: _____ Middle Name(s): _____ Last Name (Surname): _____

Faculty/School/Institute: _____

Department: _____

Programme/Course Name: _____

Registration Number: _____ Academic Year of Completion: _____

Contact Address: _____

Tel. No.: _____ Cell Phone No.: _____

E-mail address: _____

B) COLLECTION OF THE GRADUATION ATTIRE

I have collected the following items of the Academic Dress upon payment of ☐ KES. 7,500 – PhD,
☐ KES. 6,700/- (Masters), ☐ Kshs.6,100/- (Bachelors), ☐ KES. 5,500/- (H. Diploma/
Diploma/Certificate)

(Tick Appropriately)

(i) Gown ☐ ii Hood ☐ iii. Cap *(Tick Appropriately)* ☐

Cleared by the Students Finance Office (Name): _____ Sign: _____

Receipt No.: _____ Date: _____

Note: I understand that the graduation attire should be returned not later thanfailure to which a fine of **Kshs.500/-** per day will be surcharged. I undertake to ensure that items of each Academic Dress collected shall be in the same condition in which they were issued. **Please do not Iron the Academic Dress.**

As Security, I deposit my National ID Card/Passport/Driving License

Date Collected: _____ Signature: _____

Issuing Officer: _____ Signature: _____ Date/Stamp: _____



TUM is ISO 9001:2015 Certified

For: Registrar (Academic Affairs)
C) RETURNING OF THE GRADUATION ATTIRE

I have returned the following items of the Academic Dress in good condition

i. ☐ Gown ii. ☐ Hood iii. ☐ Cap (*Tick Appropriately*)

Name: _____ Signature: _____ Date: _____

I have paid the following amount for failing to return the gown as per the stipulated deadline:

Number of days after the deadline: _____ Amount KES.: _____

Receipt No.: _____ Receiving Officer: _____ Date: _____

Any Additional Comment: _____

Original - Student's File

Duplicate - Graduand (To be produced before collecting the Certificate)

