



KITABI COLLEGE OF CONSERVATION AND ENVIRONMENTAL MANAGEMENT
C/O Rwanda Development Board (RDB) - Tourism and Conservation
P.O Box: 330 Huye, RWANDA

Date: 23rd February 2017

To: All KCCCEM Graduands

Dear Graduands,

Re: Announcement on graduation date and requirements

The management of KCCCEM is pleased to inform graduands for its 2nd graduation which is scheduled on Thursday, **30th March 2017** at **KCCCEM premises**.

In accordance with all graduation final list procedures, I do hereby request you to:

- ✓ Check and verify the updated list of graduands released by the college and published on KCCCEM website.
- ✓ Be sure that your Names are well written (confer to your secondary school certificate and national ID).
- ✓ Complete the clearance form and make sure it is signed by all parties and submitted to the Head of Students affairs
- ✓ Contact the Academic Department before 3rd March 2017, if you are not on the list of graduands, or you have unclear cases.
- ✓ To complete the curriculum assessment forms downloaded from KCCCEM website and send the completed form to your respective Heads of Departments not later than 03rd March 2017.
- ✓ Submit your current passport photo (jpg: 2mb) to the emails of your respective Heads of Departments not later than 03rd March 2017.
- ✓ Deposit of **20, 000 Rwf** at KCCCEM account (**ECOBANK: 0070133803028901**) not later than **17th March 2017** for graduation gowns and other related graduation activities;
- ✓ The amount of **30,000 Rwf** will be deposited on the above stated account as security for those who want to take the gowns, to be refunded once they return them in a good condition (one week after graduation).
- ✓ Collect the graduation gowns at KCCCEM head office from 27th to 29th March 2017; during that period you will also get two invitation cards (for family/friends).

Thank you for your consideration and I wish you the fruitful preparations of your graduation ceremony.

Marie Claire DUSHIMUMUKIZA

Director of Academic Programs and Research