



In Search of Better Health

KENYA MEDICAL RESEARCH INSTITUTE

INTERNAL OFFICE MEMO

From: Ag. Director, KEMRI Graduate School	Date: 14 th November 2023
To: All Ongoing Students & Faculty	Ref: KEMRI/KGS/ADMIN/2/2023

SUBJECT: OFFICIAL GRADUATE SCHOOL COMMUNICATION CHANNELS

Reference is made to the above subject matter.

To serve you better, KEMRI Graduate School (KGS) would like to ensure that all its communication channels are monitored and responses given within the shortest time possible. All official correspondence should be addressed to the office of the Ag. Deputy Director, Academic Affairs (for academic matters), or Ag. Deputy Director, Trainee Welfare (for student welfare matters) and general enquiries to the Administrative Office.

KGS operates through 2 offices: KEMRI Graduate School Building at KEMRI headquarters and Graduate School Annex, opposite Riara University. Hard copy correspondence should be delivered to the Graduate School Annex while electronic communication should be sent on email via the following addresses:

1. General Enquiry: graduateschool@kemri.go.ke
2. Examination Enquiry kgsexams@kemri.go.ke
3. Admissions Enquiry admissions@kemri.go.ke

For improved service delivery, please feel free to share with us any complements, complaints or other feedback via the link <https://forms.office.com/r/NzU9n9VnND>. Submissions are either open or anonymous.

Yours Faithfully,

**DIRECTOR
KEMRI GRADUATE SCHOOL**

For: **Martin Bundi, PhD**

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**cc: Ag. Deputy Director, Trainee Welfare
Ag. Deputy Director, Academic Affairs
Administrative Officer, KGS**