

# KARATINA UNIVERSITY

## OFFICE OF THE REGISTRAR

(ACADEMIC, RESEARCH AND STUDENTS' AFFAIRS)

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### INTERNAL MEMO

**FROM:** Registrar, ARSA

**DATE:** 16<sup>th</sup> April, 2021

**TO:** ALL PROSPECTIVE GRADUANDS (2020/21)

**REF:** KarU/Rg.ARSA/1/Vol.6

**RE: CONFIRMATION OF CORRECTNESS AND ORDER OF NAMES**

This is to bring to your attention that upon graduation, the Certificate and Final Transcripts will bear the name as captured in the admitting documents (KCSE Certificate/Result slip).

You are therefore requested to liaise with your respective School Administrative Assistants to ensure details in terms of order of name, spelling, and or abbreviation are correct.

The University Common Rules and Regulations for Examinations stipulates that, reprinting of Certificates and Final Transcripts will attract penalties as follows;

1. Correction of errors on names on the Certificates –Ksh. 1,000 per request
2. Replacement of Transcripts -Ksh.250 per piece.

Kindly note that reprinting of Certificates for correction of errors on names is done in the succeeding Graduation year.

Please be informed accordingly.

Thank you



Dr. Wangari Gathugi

**REGISTRAR (ARSA)**

CC: Vice Chancellor

Deputy Vice Chancellor(ARSA)

Deputy Vice Chancellor (PFA)

Registrar (P&A)

Dean of Schools

Ag. Finance Officer

School Administrative Assistants

All Notice Boards