

**KARATINA UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
**(ACADEMIC AFFAIRS)**

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**INTERNAL MEMO**

**From :** Registrar (AA)

**Date:** 29<sup>th</sup> July 2021

**To :** All Continuing Students

**Ref:** KarU/Rg.ARSA/1/Vol. 7

**RE: UPDATE OF STUDENT DETAILS**

It is noted that personal details of some students do change in the course of studies other than those provided during admission to the University. Students are hereby informed that should such change(s) occur they are required to provide such information to Registrar Academics Office to update the records.

The University has created an On-Line form that has been sent to all current students through their emails. Students whose details have changed are required to fill the form and submit back for record keeping. In case of any clarification, a student is required to contact Admissions Office.



**Dr. Wangari Gathuthi**  
**REGISTRAR (AA)**

**Copy to:** Vice Chancellor  
Deputy Vice Chancellor (ARSA)  
Deputy Vice Chancellor (PFA)  
Registrar (PA)  
Ag. Finance Officer  
Ag. Director ICT  
Deans of Schools  
Heads of Departments  
School Administrative Assistants