

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

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P.O. Box 1957-10101, KARATINA

INTERNAL MEMO

From: Registrar (AA)

Date: 3rd May, 2023

To: Current 4th Year students (Potential Graduands in 2023)

Ref: KarU/Rg.AA/ 1/Vol. 9

REF: CONFIRMATION OF CORRECTNESS AND ORDER OF NAMES

Prospective Graduands of 2022/2023 Academic Year are hereby expected to confirm the correctness and order of names as captured during their admission to the University with reference to the admitting documents (KCSE Certificate/Result slip). Any request to amend the order of names, other than one captured in the student portal **MUST** be supported by the admitting documents (KCSE Certificate/Result slip) or Affidavit. The authenticated requests should be submitted to the undersigned latest by **Tuesday, 9th May 2023**.

Thank you.



Dr. Wangari Gathuthi
REGISTRAR (AA)

Copy to:

- Vice Chancellor
- Deputy Vice Chancellor (ARSA)
- Deputy Vice Chancellor (PFA)
- Registrar (P&A)
- Finance Officer
- Dean of Schools
- Heads of Departments
- School Administrative Assistants
- All Notice Boards