

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

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P.O. Box 1957-10101, KARATINA

INTERNAL MEMO

From: Registrar (AA)

Date: 26th February, 2024



To: Current 4th Year students (Potential Graduands in 2024)

Ref: KarU/Reg.AA/ 1/Vol.10

REF: CONFIRMATION OF CORRECTNESS AND ORDER OF NAMES

Prospective Graduands of 2023/2024 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 **Friday, 5th April 2024**.

Thank you.

Dr. Wangari Gathuthi
REGISTRAR (AA)

Copy to:

- Vice Chancellor
- Ag. Deputy Vice Chancellor (ARSA)
- Ag. Deputy Vice Chancellor (PFA)
- Ag. Registrar (P&A)
- Ag. Finance Officer
- Ag. Director ICT
- Dean of Schools
- Senior Assistant Dean of Students
- Heads of Departments
- School Administrative Assistants