

**KIBABII UNIVERSITY**  
**OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)**  
**INTERNAL MEMO**

**From:** Registrar AA

**Date:** 2<sup>nd</sup> February, 2023

**To:** 2023 Graduating Class

**Ref:** KIBU/ACA/CORR.21/VOL.2

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**RE: NAME TO APPEAR ON OFFICIAL ACADEMIC TRANSCRIPTS**

Reference is made to communication Ref. No. KIBU/ACA/ADM.06/VOL.3 dated 17<sup>th</sup> January, 2023 which **ONLY** applies to final Academic Certificates.

Kindly note that official transcripts are system generated by the ERP. To ensure correctness and order of names to appear on Academic Transcript, check the name in your current Provisional Transcript in your portal to confirm the correct ORDER and SPELLING.

In case of omissions, wrong order or spelling, visit the Admissions Office for correction. The University will not take responsibility for the above errors.

Thank you.



Prof. Ernest S. Mohochi

**REGISTRAR (ACADEMIC AFFAIRS)**



**Copy to:** Vice Chancellor  
Deputy Vice Chancellor (ASA)  
Deputy Vice Chancellor (AFD)  
Deputy Vice Chancellor (PPRI)  
Deans/CODs



**Kibabii University ISO 9001:2015 Certified**  
Knowledge for Development