

KIBABII UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

INTERNAL MEMO

From: Registrar, (AA)

Date: 19th June, 2023

To: All Final Year Students
& Prospective Graduands (2022/2023)

Ref: KIBU/ACA/ADM.06/Vol.3

RE: PROCEDURE FOR CONFIRMATION OF CORRECTNESS AND ORDER OF NAMES

The above subject refers.

As a way of capturing the CORRECT ORDER of NAMES for prospective graduands and ensuring quick preparation of Academic Certificates and Transcripts after graduation, all Final Year Students are required to confirm the **CORRECTNESS and SPELLING** of their preferred **ORDER OF NAME** as follows:

1. Download the Order of Name Form KIBU/EXM/F/005 from the KIBU website. Fill the Form ensuring that the **PREFERRED** order of name you indicate appears on the National Identity Card or Passport and previous national examination certificate documents and also corresponds to names appearing on the Kibabii University ICT Students Portal.
2. Submit the filled up Order of Name Form KIBU/EXM/F/005 at your respective Faculty/School Deans Office.
3. Students whose names on the Order of Name Form KIBU/EXM/F/005 do not correspond to names on the ICT Students Portal because of wrong spelling/omission/new name inclusion or wrong order pf name **MUST** urgently visit the Admissions Office Room ABB 001 for the correction of the order of name on the ICT-ERP Student Name Record.

Each Final Year student or prospective graduand **MUST** complete this exercise by **Friday 21st July 2023**. Please NOTE that no Corrections on Order or Spelling of Name will be entertained after the Graduation.



Prof. Ernest S. Mohochi

REGISTRAR (ACADEMIC AFFAIRS)

Copy to:

- Vice Chancellor
- Ag. Deputy Vice Chancellor (ASA)
- Deans and all Notice Boards



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