

KIBABII UNIVERSITY

Academic Affairs Department

INTERNAL MEMO

From: I/C Office of Registrar (AA) **Date:** 2nd November, 2023

To: Listed Students

Ref: KIBU/ACA/ADM/CORR.3/VOL.11-2023

SUBJECT: UPLOADING OF NATIONAL ID CARD NUMBERS ON STUDENTS PORTAL AND STUDENT FILES.

The above subject refers.

It has come to our attention that a number of students' records do not have information of their National Identity Card Numbers or a copy of the same. This may have been occasioned by students who joined the University before attaining the age of 18 years.

This is to inform the listed students to **URGENTLY** upload their students ID Card Numbers on their student portal and submit a copy of the same to the **Admissions office Room ABB001**.

Thank you.



Mr. Michael S. Maleche
I/C Office of Registrar (Academic Affairs)

Copy to: Vice Chancellor
Ag. DVC (ASA).

