

**OFFICE OF THE REGISTRAR****(ACADEMIC AFFAIRS)****UNIVERSITY STUDENTS NAME CORRECTION FORM****SECTION A: Please attach a photocopy of your National Identity Card**

Your names should always appear in the University records in the following order; which is the usual SEQUENCE on the National Identity Cards: **FIRST NAME....MIDDLE NAME(S).....SURNAME**. If your name(s) varies kindly fill in your details below:

CURRENT NAMES:
FIRST NAME MIDDLE NAME (S) SURNAME

REGISTRATION NUMBER: _____

DEGREE/DIPLOMA PROGRAMME: _____

NATIONAL IDENTITY CARD NO: _____

DATE OF BIRTH: _____

SECTION B: Attach a photocopy of the faculty transcript or document

I hereby request for correction of my name which now incorrectly appear as (PRINT IN CAPITAL LETTERS)

FIRST NAME MIDDLE NAME(S) SURNAME

The correct names should appear as (PRINT IN CAPITAL LETTERS)

FIRST NAME MIDDLE NAME(S) SURNAME

OFFICIAL USE

APPROVED/NOT APPROVED: _____

REGISTRAR (AA): _____
NAME SIGNATURE DATE

NB:

1. A wrong name sequence e.g. **JAMES KAMAU OTIENO** is considered to be that of a different person from **JAMES OTIENO KAMAU**
2. All characters in a name should be included in a correctly spelt format e.g. **KIPNGETICH** is not the same as **KIPNG'ETICH**