



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

**Ref.** LU/ACA/R(AA)/3/VOL.1/137

27<sup>th</sup> November, 2017

TO: ALL GRADUANDS

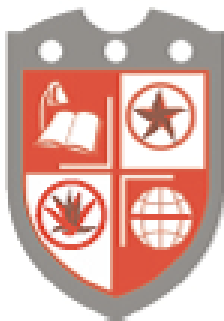
**RE: REMINDER**

**NAMES CORRECTION ON THE 5<sup>TH</sup> GRADUATION BOOKLET**

This is to remind all graduands to check on the website to ensure name inclusion, name spelling, order of names tally with their National Identity Card details and registration numbers. Kindly also note the following:

1. In case of a correction is required, please download the form LU/RAA/F15 (University Students Name Correction Form) and fill it up. Scan the duly filled form and a copy of the National Identity Card and email to your respective School as follows by **11<sup>th</sup> December, 2017**:
  - i. School of Education: [ocs.mwenda@gmail.com](mailto:ocs.mwenda@gmail.com)
  - ii. School of HDS: [hdstranscriptoffice@gmail.com](mailto:hdstranscriptoffice@gmail.com)
  - iii. School of Business: [sblaikipia@gmail.com](mailto:sblaikipia@gmail.com)
  - iv. School of SSAT: [ssattranscripts@gmail.com](mailto:ssattranscripts@gmail.com)
2. Confirm that your degree/diploma classification tally's with your Provisional Transcripts and in case of an error, address the issue with your respective school by **11<sup>th</sup> December, 2017**.
3. Unless under unique circumstances, **every graduand should have 3 names. No initials shall be printed in the final Official Transcript or Certificate.**
4. We are continuously updating the graduation list. We expect to have the final list of prospective graduands by Friday 1<sup>st</sup> December, 2017. Only those with no outstanding fee balance shall be allowed to graduate and have their names appear in the Graduation Booklet.
5. Any names correction after the deadline will draw service charges.

Dr. R. K. Kiugu, Ph.D.  
**Registrar (AA)**



**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: .....  

<b>FIRST NAME</b>	<b>MIDDLE NAME (S)</b>	<b>SURNAME</b>
-------------------	------------------------	----------------

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)

_____	_____	_____
<b>FIRST NAME</b>	<b>MIDDLE NAME(S)</b>	<b>SURNAME</b>

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

_____	_____	_____
<b>FIRST NAME</b>	<b>MIDDLE NAME(S)</b>	<b>SURNAME</b>

**OFFICIAL USE**

APPROVED/NOT APPROVED: \_\_\_\_\_

REGISTRAR (AA): \_\_\_\_\_  

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
-------------	------------------	-------------

**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**

