



OFFICE OF THE SENIOR ASSISTANT REGISTRAR (ACADEMICS)

INTERNAL MEMO

From: Senior Assistant Registrar (Academics)

Date: 10th September, 2026

To: All 4th Year Students, 2026/2027 Academic Year

Ref: AU/AA/CRNS/CORR17/VOL.2/

RE: SUBMISSION OF KCSE CERTIFICATES FOR VERIFICATION OF NAMES

The University is in the process of preparing for the printing of certificates for students expected to complete their programmes during the 2026/2027 Academic Year.

Accordingly, all fourth-year students are required to submit a clear copy of their KCSE Certificate for verification of the correctness, spelling and order of names as they appear on the certificate. The information will be used to ensure that the names printed on the University certificates are accurate and correspond with the students' official KCSE records.

Each student is required to:

1. Make a clear copy of his/her KCSE Certificate;
2. Indicate his/her University Admission Number at the top of the KCSE Certificate copy; and
3. Submit the copy to the respective Dean of School for onward submission to the Admissions Office.

The copies should reach the respective Deans of School on or before **Monday, 14th September, 2026, at 12 noon** for onward submission to the Admissions Office.

Students are advised to take this exercise seriously and ensure that the copies submitted are clear and legible. Any discrepancy in the names, spelling or order of names should be brought to the attention of the Admissions Office immediately to facilitate timely verification and correction before certificates are printed.

Your cooperation and timely compliance will be highly appreciated.

DR. PAMELA NYONGESA
SENIOR ASSISTANT REGISTRAR (ACADEMICS)

Copy to: Vice Chancellor
Deputy Vice Chancellor (ARSA)
Deans of School