OFFICE OF THE SENIOR ASSISTANT REGISTRAR (ACADEMICS)

INTERNAL MEMO

From: Senior Assistant Registrar (Academics) **Date:** 29th October 2026,

To: All Prospective Graduands, 2026 **Ref:** AU/AA/CRNS/CORR.17/VOL.l

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RE: SUBMISSION OF FULL NAMES FOR THE GRADU/\TfON BOOKLET

It has been noted that some graduands have abbreviations in their names as appearing on the KCSE certificate.

All affected graduands are hereby required to **call Admissions** Office **immediately** to provide their full names exactly as registered for the Kenya Ce11ificate of Secondary Education (KCSE), without any abbreviations. **The deadline of submission of full names is Friday 30th October 2026 at** 9.00 am.

Please note that abbreviations are not permitted in the graduation booklet. It is therefore imp011ant that all affected graduands provide their full names to facilitate accurate preparation of the graduation booklet and related graduation documents.

All affected graduands are urged to comply with this directive within the stipulated period to avoid delays in finalizing the graduation booklet ahead of the 5th Graduation Ceremony scheduled for Friday, **13th Novermber, 2026.**

Additionally, all graduands are required to clear any outstanding financial obligations to the University to qualify for inclusion in the fina I **graduation list.**

Please comply.

Signed
DR. PAMELA NYONGESA
SENIOR ASSISTANT REGISTRAR (ACADEMICS)
Copy to: Vice Chancellor
Deputy Vice Chancellor (ARSA)
Deputy Vice Chancellor (AFD)