



**JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY**

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**Office of the Registrar (Academic Affairs)**

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**INTERNAL MEMO**

**FROM:** Registrar (Academic Affairs)

**DATE:** 31<sup>st</sup> October, 2019

**TO:** November 2019 Graduands

**REF:** JKU/2/60/1/

**SUBJECT: CONFIRMATION OF NAMES**

It has been noted that the University has been incurring heavy losses due to massive correction of names on the Certificates. The Office has designed a form where all the graduands will be required to confirm their names i.e. spelling and order of names as they should appear on the graduation Certificate.

You are therefore required to fill the forms with the order of names you prefer through the administrators of your Campuses/Schools/Institutes, failure to which your Certificate will not be printed. Further, it is important to note that this Office will not accept requests for additional names/removal of names or change of order of names on Certificates already prepared.

Please treat this matter with the urgency it requires.

**DR. ESTHER T. MUORIA, Ph.D.  
REGISTRAR (ACADEMIC AFFAIRS)**

**Copy to:** Vice Chancellor  
Deputy Vice Chancellor (Academic)  
Principals/Directors/Deans (Colleges/Campus/Schools/Institutes)  
Administrators  
Deputy Registrar (Examinations)

/gmk



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Setting Trends in Higher Education, Research, Innovation and Entrepreneurs

