

**KAIMOSI FRIENDS UNIVERSITY (KAFU)**

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

 **Memo**

**TO:** **ALL GRADUANDS STUDENTS (2023)** **DATE:** 1st December, 2023

**FROM:** Senior Assistant Registrar (AA) **REF:** KAFU/501/SM/012/VOL.3(14)

**SUBJECT: ORDER OF NAMES ON CERTIFICATES**

The above subject refers**.**

Kindly note that the university is about to initiate the process of certificate printing. The name on the certificate will appear as it is on the National Identification Card. Attached is an excel sheet that shows how the name will appear on the certificate.

Ascertain that, your name is correctly spelt, the ID NUMBER is provided and it is correct. No certificate will be printed if there is no copy of ID/missing ID number. Please note that anybody asking for changes to be made after the printing has been done will meet the cost of reprinting.

Notify the office of Registrar (AA) in case there is a problem with the spelling and ID number provided against your name. This should be done by Tuesday, 5th December 2023.



**Dr. Jane Amunga**

**Senior Assistant Registrar (AA)**

CC:

Ag. Vice Chancellor

Ag. Deputy Vice Chancellor (ASA&R)

Dean SOBE

Dean SESS

Dean SCIT

Dean SOHES

Dean SOSCI

In Charge, Examinations

In Charge, ICT to upload

In Charge, Corporate Affairs