LAIKIPIA UNIVERSITY

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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: ……. …….. …….
FIRST NAME **MIDDLE NAME (S)** **SURNAME**

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)

_____ _____ _____
FIRST NAME **MIDDLE NAME(S)** **SURNAME**

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

_____ _____ _____
FIRST NAME **MIDDLE NAME(S)** **SURNAME**

OFFICIAL USE
APPROVED/NOT APPROVED:_____

REGISTRAR (AA): _____ _____ _____
NAME **SIGNATURE** **DATE**

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**