



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND
TECHNOLOGY**

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

INTERNAL MEMO

FROM: REGISTRAR (AA)

DATE: 19TH AUGUST, 2021

TO: FINAL YEAR STUDENTS

REF: JOOUST/AA/R/S/23

SUBJECT: ORDER OF NAMES

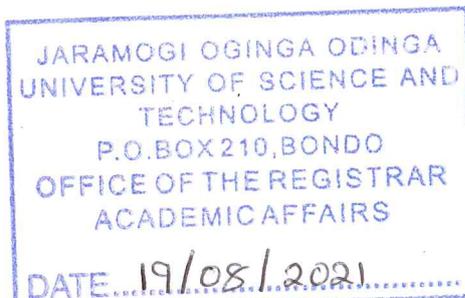
Students are advised on the order of names as follows:

That particularly, graduating students **MUST** pay attention to the approved order of names for the preparation of the graduation booklet and subsequent certification arrangements: -

- i) Names appearing on the admission register and National Identity (ID) or passport should be adhered to as much as possible, and if there are changes, should then be supported by legally binding documents;
- ii) The names should be in this order: **Surname, First Name then Other Names.**
(Example, if the names as per the National ID/passport reads: **Stephen Kimani Otieno**, the correct order should then be: **Otieno, Stephen Kimani.**
- iii) Starting from the forthcoming semester one exams, this should be adhered to. Ensure the name is corrected in your respective Schools.

Note that any correction on the names after graduation attracts a charge of Kshs.3, 000/- and such correction takes a minimum of 6 months to be affected.

REV. DR. WALTER AKUNO, PhD, CPM (MTI)
REGISTRAR, ACADEMIC AFFAIRS.



CC. VICE CHANCELLOR, DVC AA, CFO, SCHOOL DEANS, DR/EXAMS.