



**MASENO UNIVERSITY**  
**OFFICE OF THE REGISTRAR, ACADEMIC & STUDENT AFFAIRS**

**Internal Memo**

**FROM:** Registrar, ASA

**DATE:** 30<sup>th</sup> March, 2023

**TO:** All Students

**REF:** MSU/ACA/SMG/S1

**RE: UPDATE OF STUDENT RECORDS**

It has come to our attention that a number of students are seeking to change record of names from what was originally registered at admission. In view of this, we wish to inform students who intend to make corrections and those with initials in their names as follows:

1. Maseno University policy does not allow initials as part of the name. Students with initials should provide the name in full.
2. The order of name should be as follows: Surname/family, Middle/Christian and Last (Nee) name e.g. Nyangeresi Donald Wambui
3. Any student whose name is wrongly spelt should provide the correct spelling.

You are required to update your records by completing Student Record Update Form (MSU/RASA/F.13B ) and submit to the Office of the Registrar, ASA, wing A, Door One (1) on or before 20<sup>th</sup> April, 2023 . The form is downloadable from the University website.

**NOTE:** Your transcripts and certificate will bear the name as it appears in the student portal.

Thank you

Mr. Denis Oluoch Oduor

**FOR: REGISTRAR, ACADEMIC & STUDENT AFFAIRS**

