

**ALUPE UNIVERSITY**  
OFFICE OF THE DEPUTY VICE CHANCELLOR (ARSA)  
**Internal Memo**

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**FROM:** DEPUTY VICE CHANCELLOR (ARSA)

**DATE:** 14<sup>TH</sup> NOVEMBER, 2022

**TO:** GRADUATING STUDENTS

**REF:** AU/ARSA/GRAD/22-23

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**SUBJECT: CORRECTNESS AND ORDER OF NAMES**

The above subject refers.

This is to request you to confirm the spelling, correctness and order of yours as they will appear on the certificates.

Kindly note the late request for correction shall attract a penalty fee of Kshs. 1000/= or such amount as may be approved by Senate.

Kindly consult Admissions Office for assistance before the end of year (2022).

Thank you.



**PROF. PETER BARASA**  
**DEPUTY VICE CHANCELLOR (ARSA)**

Cc: Vice Chancellor  
Deputy Vice Chancellor (AFD)  
All Deans