



**OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS & RESEARCH
DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY**

TELEPHONE: 0713-835965, 061-2050000 EMAIL: registraraa@dkut.ac.ke

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Ref: DeKUT/EXM/GON/10

NOTICE TO ALL FINAL YEAR STUDENTS

**SUBJECT: CONFIRMATION OF NAMES FOR THE GRADUATING CLASS 2021/2022
ACADEMIC YEAR**

1. It is important that a final year student indicates the name he/she wants used in the academic transcripts and the academic certificate.
2. An online platform has been created to allow the 2021/2022 finalists to confirm their names by **Friday 19th November, 2021**.
3. To confirm your name, follow this procedure:
 - Step 1. Login into your **DeKUT Student Portal**.
 - Step 2. Click on **Confirmation of Names** and fill in the **Details** as required.
 - Step 4. Upload a **clear copy of your ID in PDF** format.
 - Step 5. Confirm that the details you have given are correct and then click on the **Submit** button.

NB: The University will only process certificates for the candidates who will have confirmed their names as advised. Kindly confirm your names before the deadline to avoid inconveniences in the future.

If you require further clarification, kindly contact your CoD or Dean/ Director.

Prof. J. W. Khamasi, EBS
REGISTRAR ACADEMICS AFFAIRS & RESEARCH

Cc: Vice Chancellor, Deputy Vice Chancellor, Deans, Directors & Chairpersons of Departments