



**SOUTH EASTERN KENYA UNIVERSITY
OFFICE OF THE DEPUTY VICE-CHANCELLOR
(ACADEMIC, RESEARCH & STUDENT AFFAIRS)**

INTERNAL MEMO

FROM: Deputy Vice-Chancellor (ARSA)

DATE: 8th February, 2018

TO: PROSPECTIVE 2018 GRADUANDS

REF: SEKU/ARSA/EXAM/025/VOI.069

SUBJECT: CHANGE OF NAMES AND PAYMENT OF FEE BALANCES

This is to inform you that the university 5th Graduation ceremony will be held on **Tuesday, 27th February, 2018** at the main campus.

The deadline for any change on names should be communicated to the Registrar (ASA) and the Examination Section on or **before today midnight (8th February, 2018)**. Any change after the stipulated time will not be honoured.

Consequently students who will not have paid fee balances will not be included in the final list of graduands. However, such students will receive a completion letter/letter of award.

Note that, the University will not be held accountable for any errors and omissions after the deadline.

DEPUTY VICE CHANCELLOR
ACADEMIC, RESEARCH & STUDENT AFFAIRS
SOUTH EASTERN KENYA UNIVERSITY
P.O. Box 170-90200
Zwgs 8/2/2018

**PROF. ZIPPORAH NG'ANG'A, PhD.
DEPUTY VICE -CHANCELLOR (ACADEMIC, RESEARCH & STUDENT AFFAIRS)**

cc: Vice-Chancellor
Registrar (ASA)
Head, Examinations Section

