



TOM MBOYA UNIVERSITY
KNOWLEDGE FOR SUSTAINABLE INNOVATION ENTERPRISE

**OFFICE OF THE DEPUTY VICE-CHANCELLOR
ACADEMICS, RESEARCH AND STUDENT AFFAIRS**

INTERNAL MEMO

FROM: Deputy Vice-Chancellor (ARSA)

DATE: 16th June, 2026

TO: ALL STUDENTS

RE: REGULAR UPDATE AND VERIFICATION OF STUDENT PERSONAL RECORDS

It has been observed that some students make changes to their personal information, including telephone numbers, email addresses, and parent/guardian contact details, without notifying the University. Such discrepancies may result in:

1. Missing important University communications;
2. Delays in the processing of academic and administrative documents; and
3. Incorrect personal details appearing on official academic records, transcripts, and certificates.

All students are therefore reminded of the importance of maintaining accurate and up-to-date personal records to facilitate effective communication, examination processing, and the timely issuance of official University documents.

Students who have recently changed any personal information, such as telephone numbers, email addresses, physical addresses, parent/guardian details, are advised to update their records through the University Student Portal or by visiting the Office of the Registrar - Academic and Student Affairs.

Your cooperation in ensuring the accuracy of your records is highly appreciated.

Thank you.

Prof. Elyjoy M. Micheni,
Deputy Vice Chancellor - Academic, Research & Student Affairs

Copy: Vice-Chancellor
Registrar, ASA