

POLICY ON CHANGE OF NAME AND OTHER PERSONAL PARTICULARS FOR STUDENTS

1. POLICY STATEMENT

KAAF University maintains a strict policy on the integrity, consistency, and accuracy of student records. As a general rule, the University does not permit changes or amendments to students' names or personal particulars once admission has been granted and records established.

This policy ensures:

- Consistency across academic records
- Compliance with regulatory and accreditation requirements
- Protection against identity discrepancies and fraud

2. PURPOSE OF THE POLICY

The purpose of this policy is to:

- Provide clear institutional guidelines on name usage and record consistency
- Safeguard the credibility and legal validity of academic records (transcripts, certificates)
- Prevent administrative inconsistencies and identity conflicts
- Define exceptional circumstances under which limited changes may be considered

3. SCOPE

This policy applies to:

- All undergraduate and postgraduate students of KAAF University
- All academic and administrative records, including:
 - Admission forms
 - Student records database
 - Examination records
 - Transcripts
 - Certificates

4. GENERAL POLICY RULES

4.1 Official Name for Academic Records

- Students shall be known only by the names used in their application for admission, and in the exact sequence in which they appear.
- These names must correspond exactly to those on the official certificates submitted during admission.

4.2 Permanency of Records

- Once a student has been admitted and issued academic records (e.g., results slip), the name becomes permanent for all academic and administrative purposes.
- Students shall complete their programme under the same name.

4.3 Consistency Requirement

- All student records, forms, and academic documentation must correspond to:
 - The name on the admission application
 - The name on supporting academic certificates

4.4 Non-Acceptance of Changes

- The University shall not entertain or approve any request for:
 - Change of name
 - Reordering of names
 - Correction of spelling (except proven institutional error)
 - Alteration of date of birth or other personal particulars

Where such requests do not conform to the original admission records and supporting certificates.

5. EXCEPTIONAL CIRCUMSTANCES

5.1 Change of Name Due to Marriage

The University may consider applications for change of name only under the following condition:

- Female students who contract marriage during their period of study may apply to:
 - Add the spouse's surname
 - Or adopt a new surname reflecting the marriage

5.2 Required Supporting Documents

Such applications must be accompanied by:

- A valid Marriage Certificate
- Any other legally recognized documentary evidence

6. CONDITIONS FOR APPROVAL OF EXCEPTIONAL REQUESTS

- The change shall not affect the traceability of the student's academic identity
- The original name shall be retained in University records as a reference name (a.k.a./formerly known as)
- The change shall apply prospectively only (not retroactively altering previously issued records unless approved by the Academic Board)

7. APPLICATION PROCEDURE

7.1 Submission of Request

- Applications must be formally addressed to:
The Registrar
KAAF University

7.2 Documentation Requirements

Applicants must submit:

- Formal application letter
- Supporting legal documents (e.g., marriage certificate)
- Valid identification (if required)

7.3 Processing Timeline

- Applications shall be processed within a few weeks (typically 2–4 weeks)

7.4 Approval Authority

- Final approval rests with:
 - The Registrar, or
 - Any delegated authority approved by the University

8. IMPLEMENTATION AND USAGE OF APPROVED NAME

- The newly approved name cannot be used until:
 - Official notification is issued by the Registrar
- Upon approval:
 - The updated name shall be reflected in subsequent records only
 - Prior records remain unchanged unless otherwise authorized

9. RESPONSIBILITIES

9.1 Students

- Ensure accuracy and consistency of names during admission
- Provide authentic and verifiable documentation
- Adhere strictly to institutional policy

9.2 Registry/Records Office

- Verify and process applications
- Maintain integrity of student records
- Communicate decisions formally
- Ensure consistency across all databases and documentation
- Maintain audit trails for any approved changes

10. SANCTIONS

- Any attempt to:
 - Fraudulently alter personal records
 - Submit falsified documents
 - Misrepresent identity

Shall result in:

- Disciplinary action
- Possible nullification of academic records
- Withdrawal of certificates where applicable

11. EFFECTIVE DATE AND REVIEW

- This policy takes effect from the date of approval by the Academic Board
- It shall be reviewed periodically (every 3–5 years) or as required by regulatory changes