



**KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)
STUDENT REGISTRATION FORM (NEWLY ADMITTED STUDENTS)
(To be filled in duplicate)**

SEMESTER ACADEMIC YEAR DATE.....

A. STUDENTS DETAILS

Name Admission No.
Mobile No. E-mail address
School Degree Programme

B. PRESENTATION, VERIFICATION AND SUBMISSION OF JOINING INSTRUCTIONS

- (1) Original letter of admission.
- (2) Original & Copy of KCSE/Diplomas/Degree Certificates and Result Slip/Transcript.
- (3) Original & Copy of National ID Card.
- (4) Original & Copy of NHIF Card/and OR Family Insurance Cover Policy Number.
- (5) Submission of Joining Instructions and copies of documents.
- (6) Name of Verifying Admissions Officer PF/ID.....
Signature Date Stamp

NB: Submission of copies is applicable to KUCCPS students only.

C. ACTIVATION ON THE DATABASE

Biodata verification stage (Check and Update Order of Names, KCSE Index No & County)
Name of the Activating Officer PF/ID
Signature Date Stamp

D. FINANCIAL OBLIGATIONS (PAYMENT OF TUITION & ACCOMMODATION FEES)

Name of Bank Bank Slip No.
Amount paid Kshs.
Name of the Activating Finance Officer PF/ID
Signature Date Stamp

E. ISSUANCE OF STUDENT IDENTITY CARD/SMART CARD

Name of Processing and Issuing Officer PF/ID
Signature Date Stamp

F. RECEIPT OF IDENTIFICATION CARD

Student's Signature Date

**THIS FORM MUST BE SUBMITTED TO THE REGISTRAR (ACADEMIC) ROOM 012 ADMISSION
BLOCK AT MAIN CAMPUS OR OFFICES OF DIRECTORS IN ALL SATELLITE CAMPUSES AT THE
END OF THE REGISTRATION EXERCISE.**

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