



KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)

**OPENING DATES FOR NEW AND CONTINUING INSTITUTIONAL BASED (IBP) STUDENTS FOR
DECEMBER SESSION 2017/2018 ACADEMIC YEAR**

Kenyatta University wishes to inform all New and Continuing Institutional Based (IBP) Students that the opening dates for December Session, 2017/2018 Academic Year will be **Saturday, 2nd and Sunday, 3rd December, 2017 between 7.00 a.m and 5.00 p.m.**

1.0 DEADLINE OF FEE PAYMENT AND UNITS REGISTRATION:

- The session fees should be paid in full by every student before **Friday, 8th December, 2017**
- Deadline for units registration will be **Friday, 15th December, 2017.**

The session's fees must be paid in any branch of the following banks in Kenya:

- | | | |
|-----------------------------|---|--------------------------|
| ▪ COOPERATIVE BANK OF KENYA | - | A/C NO. 011-296-246-1400 |
| ▪ FAMILY BANK | - | A/C NO. 045-000-023-316 |
| ▪ NATIONAL BANK OF KENYA | - | A/C NO. 010-035-915-0801 |
| ▪ EQUITY BANK | - | A/C No. 018-029-051-8859 |

N/B: *Please download your fees statement online through the following website:-
<http://portal.ku.ac.ke>.*

Click on- create a new account to open a new account and follow the instructions given.

Those who may face challenges can visit the Students Computer Laboratories for assistance on the same.

2.0 IMPORTANT NOTICES

*(All students **MUST** adhere to the following requirements)*

2.1 All New and Continuing IBP students are required to report with the following documents:

New Students

- Original and copy of Admission Letter
- Originals and Copies of Certificates as Specified in the Letter of Admission
- Original and Copy of National ID
- Two Passport Size Photos

Continuing Students

- Copy of Admission Letter
- Copies of Certificates
- Copy of National ID or Passport
- Two Passport Size Photos
- Copies of Previous Correspondence from the University such as Letters of Deferment, Call Off, Change of Campus, Change of Mode of Study among others.

2.2 Due to the online component of teaching, all continuing IBP students with laptops are encouraged to carry them during the session.

ENQUIRIES

For further information please contact:

The Registrar (Academic)

Kenyatta University,

P.O Box 43844 – 00100,

NAIROBI.

Telephone: 020-8703216, 0208703061

Email: registrar-acad@ku.ac.ke

Website: www.ku.ac.ke

REGISTRAR (ACADEMIC)