



**KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)**

INTERNAL MEMO



FROM: REGISTRAR (ACADEMIC)

DATE: 17TH SEPTEMBER, 2018

**TO: ALL NEW STUDENTS
SEPTEMBER 2018 INTAKE**

REF: KU/REG.ACAD/S.RID/5

**SUBJECT: REQUEST TO PROVIDE BIODATA FOR PROCESSING OF
HELB SMART CARDS**

This is to inform the above category of students that they are required to provide their biodata in preparation for processing of HELB Smart Cards. The Smart Card is a **mandatory** requirement for disbursement of tuition fees and upkeep to all new students by HELB.

In view of the foregoing, you are expected to avail yourself to provide the required information during the day and time as indicated in the following schedule:

S/N	SCHOOL	DATES	TIME
1	• Environmental Studies • Hospitality Tourism • Nursing • Pharmacy • Public Health • Engineering	18/09/2018	10.00am – 5.00pm
2	• Applied Human Sciences • Visual and Performing Arts • Pure and Applied Sciences • Medicine • Humanities and Social Sciences	19/09/2018	8.00am – 5.00pm
3	• Education • Economics • Security, Diplomacy & Peace Studies	20/09/2018	8.00am – 5.00pm
4	• Business • Law • Architecture • Creative Arts	21/09/2018	8.00am – 5.00pm

The exercise will take place at the Students' Computer Laboratories, ground floor, Room 008 at KU Main Campus between 8.00 a.m. and 5.00 p.m.

Thank you.

**DR. ANDANJE MWISUKHA
AG: REGISTRAR (ACADEMIC)**

CC: Vice Chancellor
▪ Deputy Vice Chancellor (Academic)
▪ Deans of Schools



- Director, Student Affairs
- KUSA Chairman
- All Notice Boards