

KARATINA UNIVERSITY

REGISTRATION FORM FOR CONTINUING STUDENTS

(Carefully read the instruction provided below before you proceed to fill the form).

A: Personal Information

Name: Reg. No:

School: (e.g. SAB).....Dept: Programme (e.g. BBM).....

Year of Study:SemesterAcademic Year

Student Category: GSSP PSSP Email:.....Telephone:

Next of kin Details (Guardian/Parent) Name.....Telephone.....

B. Payment of Fees (Student Finance)

- **100% Fees received**

Name of the Receiving Officer: Sign..... Date.....Stamp:

- **At least 60% of the Semester fees (where applicable)**

Name of the Receiving Officer: Sign..... Date..... Stamp:

C. Signing of Nominal Roll (School Administrative Assistant)

(Applicable only with evidence of 100% fees payment in B above by the 40th day).

Students Signature: Date:

Name of the Verifying Officer: Sign:Date..... Stamp:

Head of Department (HoD)..... Date:

INSTRUCTIONS

1. This form must be **completed by all students** as evidence of registration at the **beginning of each Semester**.
2. Failure to complete this form within the specified period will leave the University with no choice but to declare your **student status as deferred**.
3. The student should present the form for approval to the departments listed at each stage of registration.
4. **Section C** of the form should only be completed if the student has paid **100% of fees required** in a particular semester.
5. Upon successful completion of this form, students should proceed to register courses in the student's portal and fill the course registration form marked **AA/Foo7**. This is **COMPULSORY**.
6. Students **who fail** to register successfully will be required to **defer** their studies formally.
7. Two (2) copies of the duly filled forms should be submitted to the HoD while the student is left with one copy.

KARATINA UNIVERSITY

CONTINUING STUDENTS COURSE REGISTRATION FORM

A: Personal Information

Name: Reg. No:

School: (e.g. SAB)..... Dept: Programme (e.g. BBM).....

Year of Study: Semester Academic Year

Student Category: GSSP PSSP Campus:

B: Registration of Courses (Note: Course registration in student's portal is mandatory)

S/No.	Course Code	Course Title	Units (e.g. 3hrs)	Lecturer
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
Total				

Students Signature: Date:

Head of Department (H.O.D.)..... Date: