



Inspiring Innovation and Leadership

# KARATINA UNIVERSITY

## OFFICE OF THE REGISTRAR (ACADEMIC, RESEARCH & STUDENT AFFAIRS)

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www.karu.ac.ke

Ref: KarU/Rg.ARSA/1/Vol. 6

Date: 9<sup>th</sup> July, 2020

**TO: 1<sup>ST</sup> YEAR KUCCPS STUDENTS FOR 2020/2021 ACADEMIC YEAR**

### **RE: ON-LINE ADMISSION STEPS**

This is to inform students that On-Line Admission portal is ready for use. Students are required to follow the **steps provided below** to enable successful registration.

Please be informed that Orientation starts on **Monday, 13<sup>th</sup> July 2020**. Please check out your **meeting link** in your respective (current personal emails) emails. In addition, your personal University email that shall be available to you on the same day for activation after payment of fees and online registration for classes. Note that all University services shall be accessed through use of official credential (University email, Registration Number and National Identification Number or Birth Certificate).

Student are further advised that information on change of programme shall be communicated over orientation.

I take this opportunity to once again congratulate you on your placement and welcome you to Karatina University. Kindly contact us for any other enquiries through the email address: [admissions@karu.ac.ke](mailto:admissions@karu.ac.ke) / or Telephone No. 0716135171.

Yours sincerely,

Dr. Wangari Gathuthi  
**REGISTRAR (ARSA)**



Cc.

Vice Chancellor  
Deputy Vice Chancellor, ARSA  
Deputy Vice Chancellor, PFA  
Registrar P&A  
Deans of Schools  
Ag. Finance Office  
Dean of Students

# KARATINA UNIVERSITY

## OFFICE OF THE REGISTRAR (ARSA)

### KUCCPS STUDENTS 2020/2021 ACADEMIC YEAR

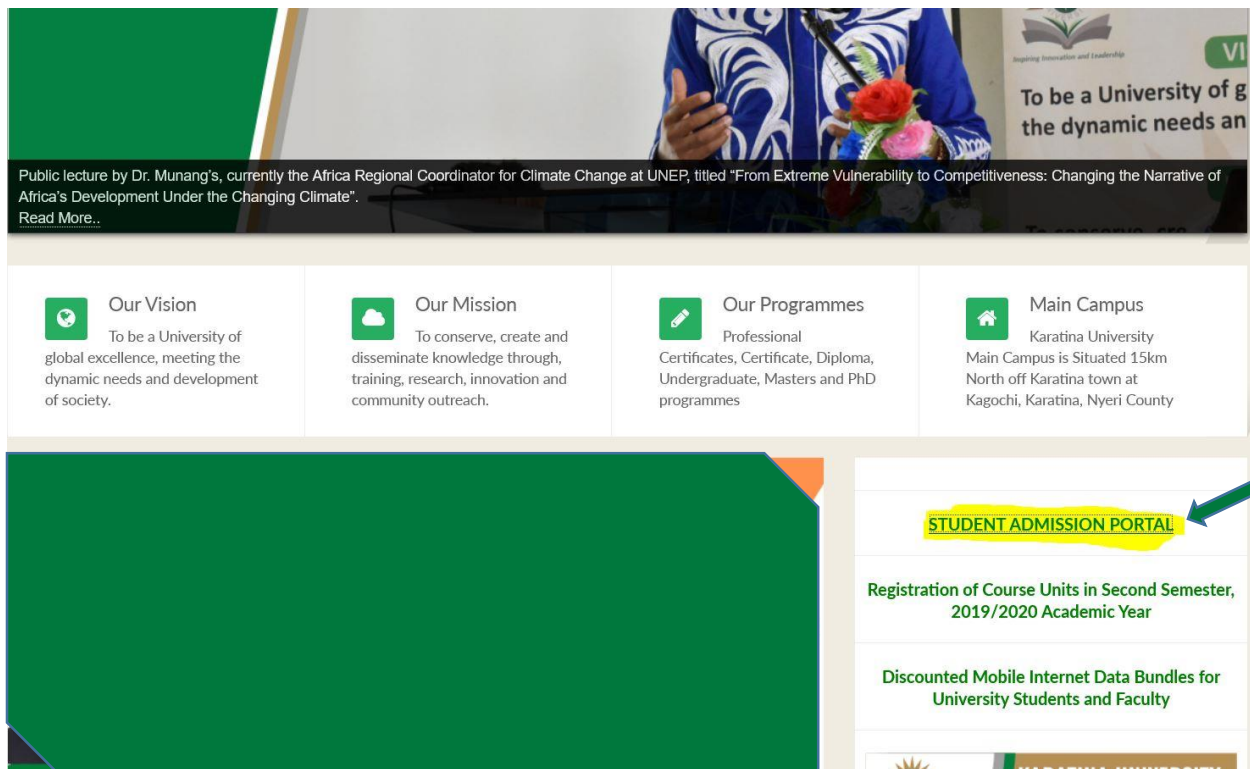
#### PROCEDURE FOR REGISTRATION

##### Step 1

Visit Karatina University Website by clicking on this link [www.karu.ac.ke](http://www.karu.ac.ke) or typing [www.karu.ac.ke](http://www.karu.ac.ke) in your Web Browser.

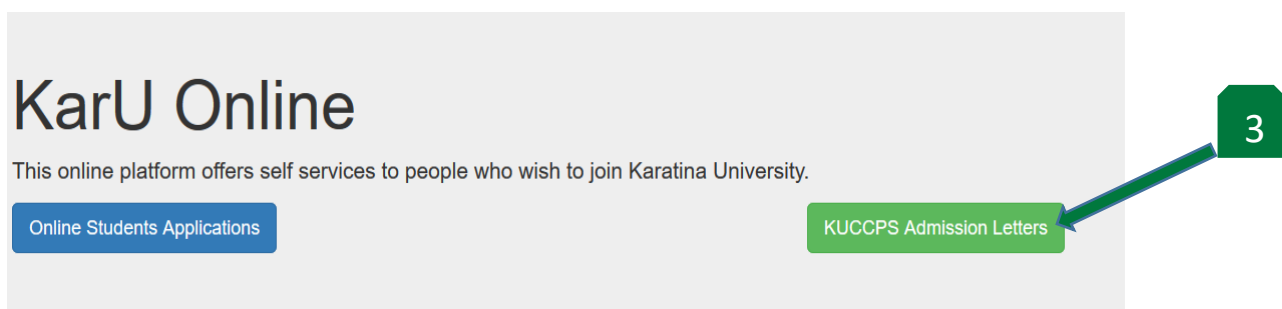
##### Step 2

Scroll to see the Student Admission Portal button on the website and click on it. Click here <http://registration.karu.ac.ke/> for direct link to the portal.




##### Step 3


Click KUCCPS Admission Letters button to log onto the KUCCPS Students Portal.



#### Step 4


Enter your Admission Number which is the Registration Number indicated in your Admission Letter and click sign in button.


  

 Kuccps Login

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Admission No:

 Home

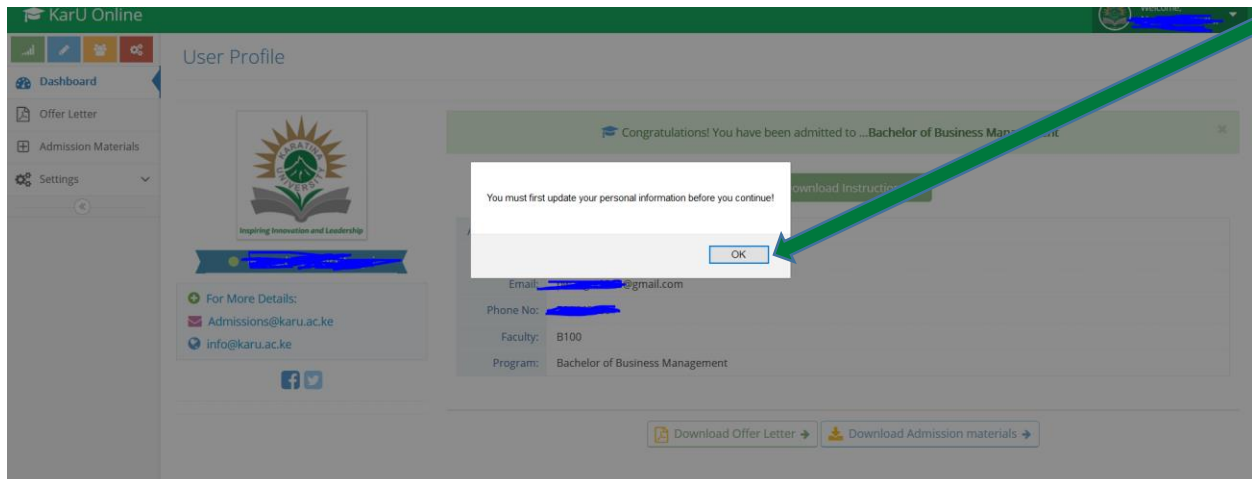
 Sign in

A green arrow points from a green box labeled '4' to the 'Sign in' button.

#### Step 5

Update your Personal Details Online Form (All fields). Click Ok on the popup box, then click on Personal Data.

*NB: You will get an error if you don't fill or entries for the Online Personal Details Form. You cannot submit a Form with errors.*



The screenshot shows the 'User Profile' page on the KarU Online portal. A green arrow points from a green box labeled '5a' to an 'OK' button on a popup message that reads: 'You must first update your personal information before you continue!'. The background page displays a congratulatory message: 'Congratulations! You have been admitted to ...Bachelor of Business Management'. Below this, there is a form with fields for 'Email', 'Phone No.', 'Faculty', and 'Program'. The 'Email' field contains a partially visible email address, 'Phone No.' is empty, 'Faculty' is 'B100', and 'Program' is 'Bachelor of Business Management'. At the bottom, there are links to 'Download Offer Letter' and 'Download Admission materials'.

KarU Online

5b

Dashboard

Offer Letter

Admission Materials

Register

Settings

Update Your Personal Information

Personal Data

Family Information

Residence

Emergency Contact Persons

Academic background

Submit Update

## Step 6

Section 1: Update your Personal Information by filling the required data.

Update Your Personal Information

6

Personal Data

Student's Name:

National ID/ Birth Certificate No:

NIIMS Huduma Number:

Date Of Birth:

Gender:

Female

Do you suffer from any Physical impairments?:

No

If yes, please give details:

(NHIF) Card No:

Religion:

--Select Religion--

Nationality:

--Select Country--

Mobile Phone No:

Postal Address:

Box:

533

Codes:

20406

Town:

SOTIK

Your E-mail:

joylinememo209@gmail.com

Marital Status:

Single

If married:

Name of Spouse:

Occupation of Spouse:

Phone No:

No of Children:

## Step 7

Section 2: Update Family Information

Family Information

7

Full Name of Father:

Father Status:

Alive

Father Occupation:

Father Date of Birth:

Full Name of Mother:

Mother Status:

Alive

Mother Occupation:

Mother Date of Birth:

Number of brothers and sisters:

Residence

Emergency Contact Persons

Academic background

## Step 8

Section 3: Update Residence Information

Residence

8

Place of Birth (Village/Town):

Place of Permanent Residence (Village/Town):

Nearest Town:

Location:

Name of Chief:

County:

--Select County--

Sub-County:

Constituency:

Nearest Police Station:

### Step 9

#### Section 4: Update Emergency Contact Persons

9

Emergency Contact Persons

Persons A:

Name:  Relationship:  P.O. Box (Box,Code,Town):

Mobile Phone No:  Email:

Persons B:

Name:  Relationship:  P.O. Box (Box,Code,Town):

Mobile Phone No:  Email:

### Step 10

#### Section 5: Update Academic Background

10

Academic background

Name of School attended for 'O' Level:  Index no:  Year Completed:

Name of School attended for Primary Level:  Index no:  Year Completed:

K.C.P.E. Results (Subjects and Grades):

Any other institutions attended and qualifications attained

### Step 11

Click Submit Update button to Submit your duly filled Online Personal Details Form.



### Step 12

Click Ok on the popup box, then click the KCSE Results page will pop where you will select subjects in your KCSE Result Slip or Certificate.

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KarU Online

User Profile

Dashboard

Offer Letter

Admission Materials

Settings

Keter Chelangat Mercy

For More Details:

Admissions@karu.ac.ke

info@karu.ac.ke

Congratulations! You have been admitted to ...Bachelor of Education (Arts)

You must first update your KCSE results before you continue!

OK

Faculty: E100

Program: Bachelor of Education (Arts)

Download Offer Letter

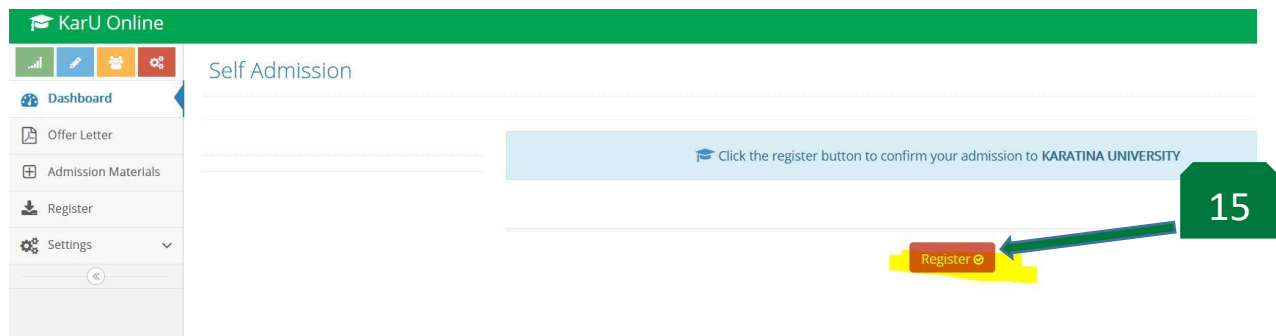
Download Admission materials





### Step 15

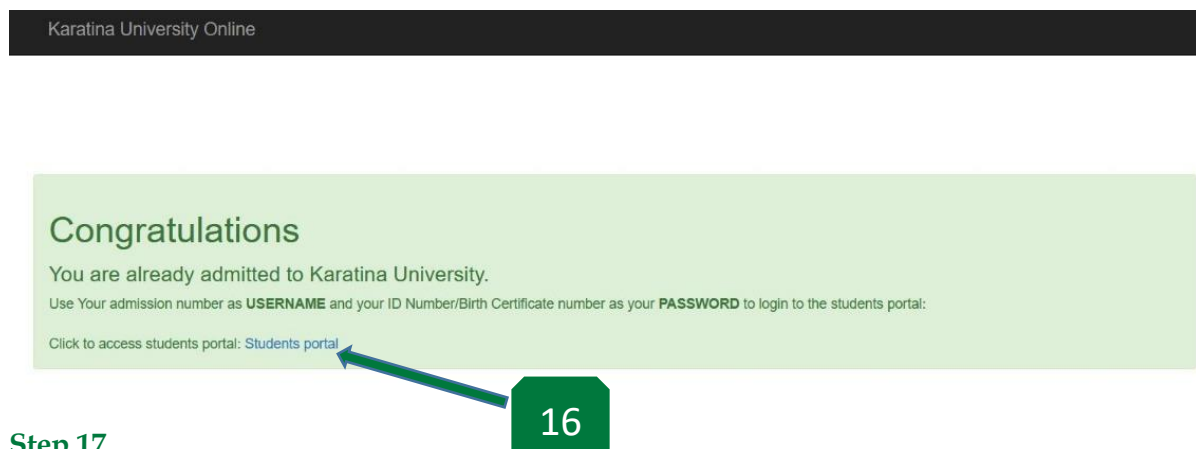
Click on the Register button to register for the 2020/2021 Academic Year.



A popup window will indicate that you have completed registration and will prompt you to login into your Students Portal.

### Step 16

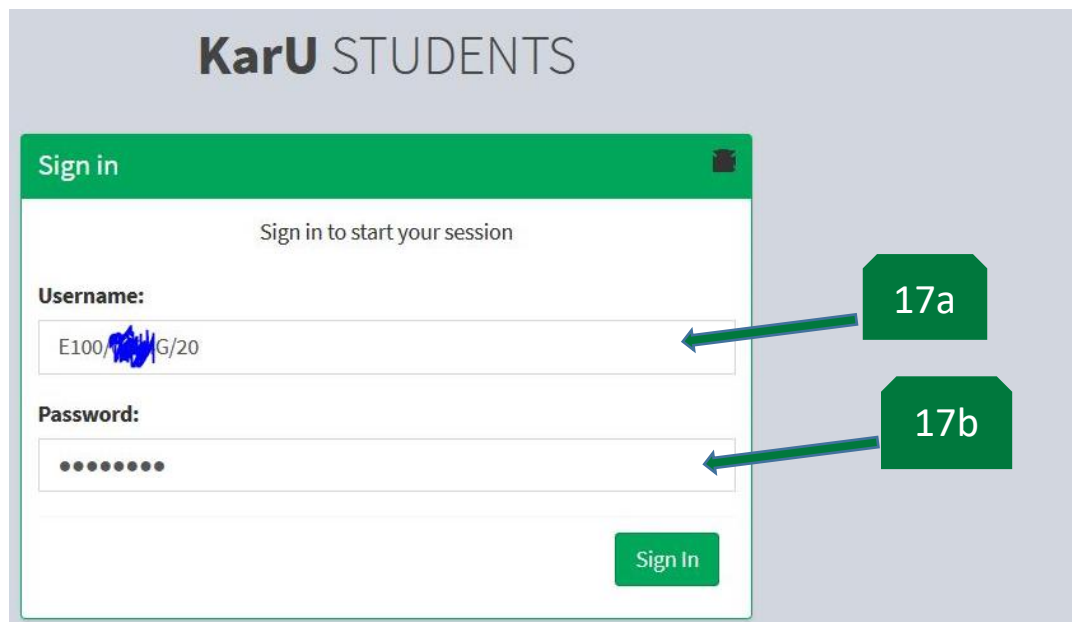
Click on Students Portal link to open the Students Portal.



### Step 17

Enter your credentials to login into the Students Portal.

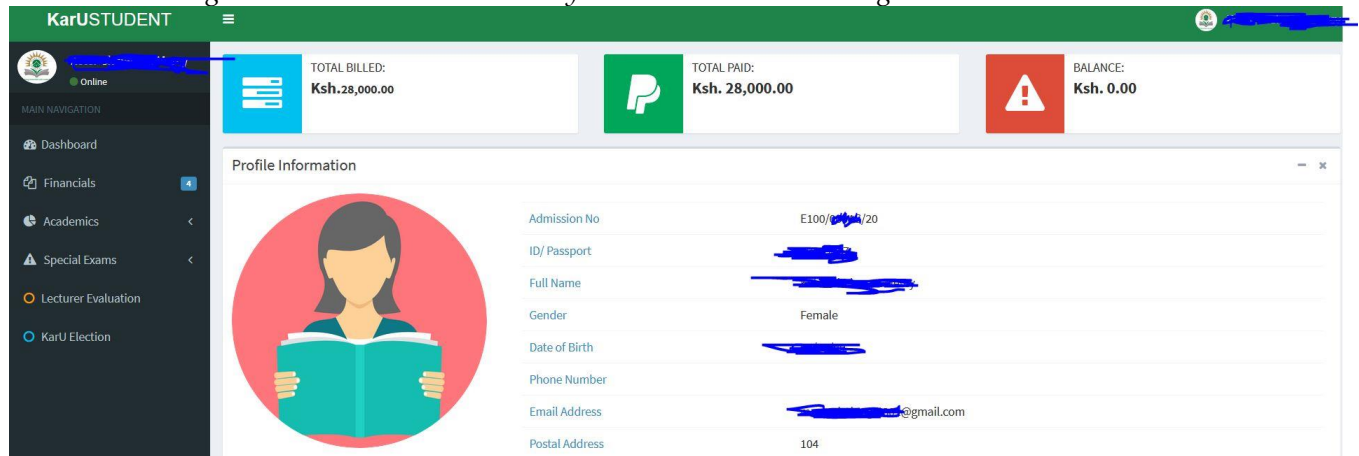
*NB: The registration number indicated in your Admission Letter is your admission number (17a). The password (17b) is your ID/ Birth Certificate number you had submitted in your Online Personal Details Form.*



### Step 18

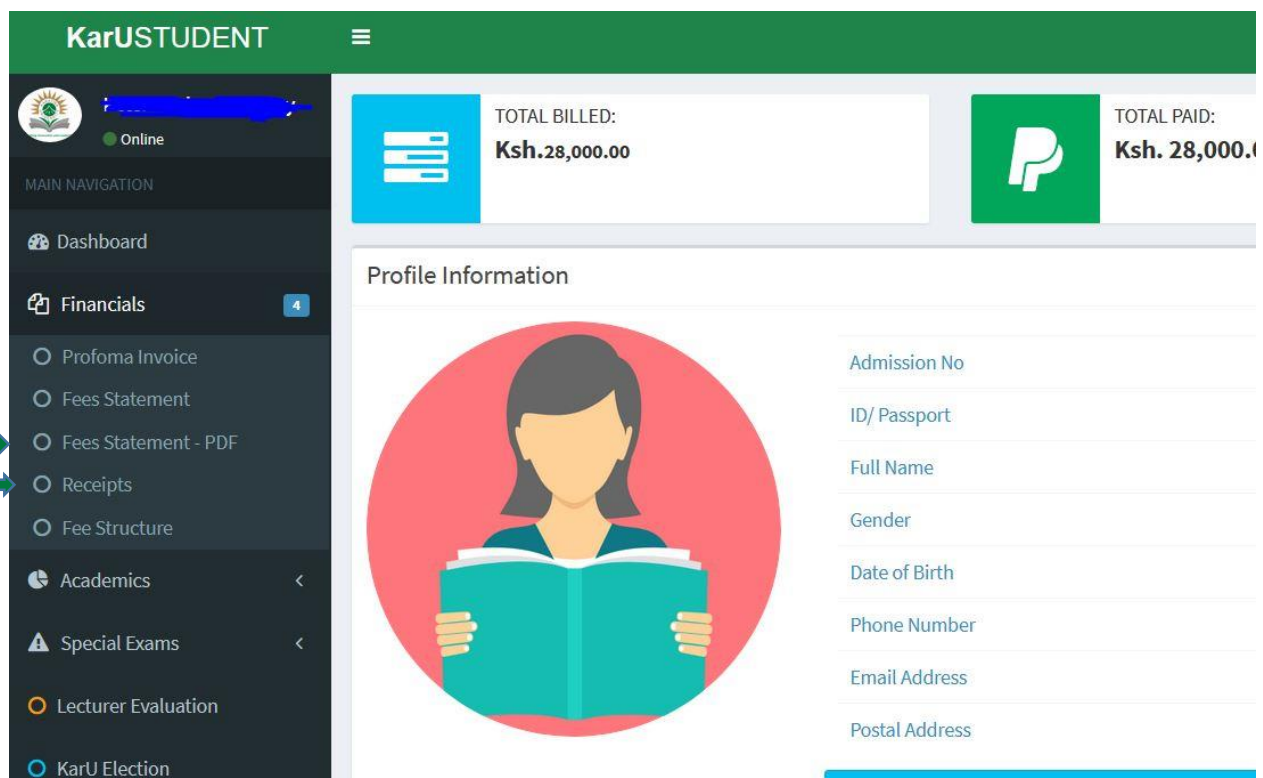
You are now logged in into the Students Portal where you can access the University Services pertaining your studies at Karatina University. The Dashboard gives a brief overview of your finances and your details.

*NB: You will be given a tutorial on how to use your Student Portal during orientation.*



### Step 19

Click on Financials to access the link to either view, print or download your Fee Payment Receipt (19a) or your Fee Statement (19b) to give to your guardian.





KarUSTUDENT

Online

MAIN NAVIGATION

- Dashboard
- Financials
- Academics
- Special Exams
- Lecturer Evaluation
- KarU Election

My Fee Receipts

Date	Ref #	Payment Mode	Payment By	Amount	
03/07/2020	RC/COOP-62140	Direct Bank Deposit		28,000.00	Print

Click to download

KarUSTUDENT

Online

MAIN NAVIGATION

- Dashboard
- Financials
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- Special Exams
- Lecturer Evaluation
- KarU Election

My Fees statement

1 of 1

Automatic Zoom

Student No: E100-62140

Settlement: KUCCPS

Name: [REDACTED]

Stage: Y1S1

Programme: Bachelor of Education (Arts)

Campus: MAIN

DATE	DOC. NO.	DESCRIPTION	DEBIT	CREDIT	BALANCE
07/09/2020	TRANS00258139	Fees for E100-Y1S1	8,000.00		8,000.00
07/09/2020	TRANS00258140	Activity Fee	1,300.00		9,300.00
07/09/2020	TRANS00258141	Amenity Fee	1,200.00		10,500.00
07/09/2020	TRANS00258142	Caution	2,000.00		12,500.00
07/09/2020	TRANS00258143	CUE QUALITY ASSURANCE	1,000.00		13,500.00
07/09/2020	TRANS00258144	Examination fee	2,000.00		15,500.00
07/09/2020	TRANS00258145	Student ID Card	1,000.00		16,500.00
07/09/2020	TRANS00258146	Internet Fee	2,000.00		18,500.00
07/09/2020	TRANS00258147	KUCCPS PLACEMENT FEE	1,500.00		20,000.00
07/09/2020	TRANS00258148	Amenity Fee	500.00		20,500.00
07/09/2020	TRANS00258149	Library fee	2,000.00		22,500.00
07/09/2020	TRANS00258150	Medical Fee	2,000.00		24,500.00
07/09/2020	TRANS00258151	Registration Fee	500.00		25,000.00
07/09/2020	TRANS00258152	Teaching Practise	3,000.00		28,000.00
07/03/2020	RC/COOP-62140	Bank Deposit		28,000.00	
			28,000.00	28,000.00	