

**KARATINA UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
**(ACADEMIC, RESEARCH AND STUDENTS' AFFAIRS)**

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**INTERNAL MEMO**

**From:** Registrar (ARSA)

**Date:** 8<sup>th</sup> February, 2021

**To:** Current Third and Fourth Years Students

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

**Subject:** Collection of Smart Cards

Current Third and Fourth years who are yet to collect their Smart cards are informed that the cards are overdue for collection. **List of Students whose Smart Cards overdue for collection is hereby attached.**

A student must fulfil the following conditions to collect his/her Smart Card:

- a) Payment of Fees must be upto date (Zero Fee Balance).
- b) Paid Penalty Fees of Kshs. 2000/=
- c) Be in possession of National Identity Card/Birth Certificate.

Collection of overdue Smart cards will take place as detailed below.

WEEK 1				
DATE	DAY	VENUE	GROUP(S)	TIME
22/02/2021	Monday	Main Campus- Conference Hall	SAB [10]; SoB [48]; SESS [41]	9am-1pm
23/02/2021	Tuesday	Main Campus- Conference Hall	SNRES [03] and SPAS [57]	9am-1pm

Thank you.



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

Copy to: Vice Chancellor  
Deputy Vice Chancellor (ARSA)  
Deputy Vice Chancellor (PFA)  
Registrar (PA)  
Ag. Finance Officer  
Deans of Schools  
Security Officer  
Schools Administrative Assistants