

KARATINA UNIVERSITY
OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)

TEL: +254 0716135171/0723683150

P.O. Box 1957-10101, KARATINA

INTERNAL MEMO

From : Registrar ARSA

Date: 1st July, 2022

To : 2022/2023 First Year KUCCPS Students

Ref: KarU/Rg.AA/1/Vol. 8

RE: JOINING INSTRUCTIONS TO FIRST YEARS 2022/2023 ACADEMIC YEAR

Students are informed to carefully read through the below joining instructions as they prepare for reporting date on **Monday, 22nd August 2022 at Main Campus:**

- 1) **Laptops are mandatory** for blended learning. Link for ODeL is:
<https://e-learning.karu.ac.ke/lms/>
- 2) Accommodation spaces are limited. Only students who have paid **all requisite fees and accommodation fees** will be considered on First Pay-First Accommodated basis (Beds and Mattresses are available). Requisite Fees is payable to any branch of **Cooperative or Equity Bank or Mpesa paybill** with details as follows;
Cooperative Bank
Account Name: Karatina University; Karatina Branch; Account Number: 01129059776700
Equity Bank
Account Name: Karatina University; Karatina Branch; Account Number: 0040298291603
Mpesa Pay Bill
Go to Lipa Na Mpesa; Business Number: **716188**; Account Number: **Student Registration Number**; Amount; PIN: Send
- 3) All First Year Students are required to carry along with them **Original and Photocopies** of all documents as outlined in the admission letter. Documents should be processed and arranged in the order listed below;
 - i. **First Document:** Check list (*Ensure you fill all details in Section A*)
 - ii. **Second Document:** Admission letter: Use the link to find your admission letter and fee structure.
Link for Admission Letter is: <https://ict.karu.ac.ke/admissions/2022-2023-KUCCPS-Admission-Letters/>
Link for Fee structure is: <https://karu.ac.ke/fee-structure/>
 - iii. **Third Document:** Original National Identity Card and its **Photocopy** OR Original Birth Certificate and its **Photocopy**.
 - iv. **Fourth Document:** Original KCPE Certificate and its **Photocopy**.
In case a candidate does not have the Original KCPE Certificate, He/She should contact Kenya National Examination Council (KNEC) early enough before reporting day and request for a confidential report to Karatina University. KNEC has charges for this request that is met by the student. The candidate will then come with KNEC receipt on reporting date.
 - v. **Fifth Document:** Original KCSE Certificate and its photocopy OR Original KCSE Result Slip and its **Photocopy**.
In case a candidate does not have the Original KCSE Certificate or Original KCSE result slip, He/She should contact Kenya National Examination Council (KNEC) early enough before reporting day and request for a confidential report to Karatina University. KNEC has charges for this request that is met by the student. The candidate will then come with KNEC receipt on reporting date.

- vi. **Sixth Document:** Letter of Acceptance by the candidate (AA/F001) duly filled.
- vii. **Seventh Document:** Four copies of Student's Personal Details (AA/F002) form duly filled in capital letters. *In each of the copy of Student Personal Details form, affix a colored passport photo taken against a blue background using office glue.*
- viii. **Eighth Document:** Medical Form (AA/F003) duly filled. *The student to fill Part I of the form in Capital letters, visit a **GOVERNMENT** health facility for a medical doctor to fill Part II. Part III will be filled by the University Medical Doctor during reporting.*
- ix. **Ninth Document:** Library User Form (LIB/F003) duly filled. *The student to fill all sections except area designated for Official Use.*
- x. **Tenth Document:** Room Agreement Form duly filled. *The student to fill details in Part A except, Hostel Name, Room Number and Issuing officer name. Room agreement form is for students who will reside in the University Hostels. Those who wish to reside outside the University Hostels will need to ensure that they make early arrangements to secure their own rooms before reporting date. They will be required to fill A Non-Residence form and have it ready on reporting date.*
NB: *The link for Letter of Acceptance; Student Personal Details; Medical Form, Library User Form; Room Agreement form and Non Residence form is at:*
<https://karu.ac.ke/kuccps-admission/>
- xi. **Eleventh Document:** National Hospital Insurance Fund (NHIF) registration card and its photocopy.
Students who are yet to attain 18 years of age and are listed as beneficiaries of their parents NHIF card will need to provide Original NHIF card and photocopy of the parent. Those who have attained 18 years of age are required to visit any NHIF office and pay for acquisition of the card. They will then report with a copy of waiting card for reporting.
- xii. **Twelfth Document:** Original Bank Deposit slip and its photocopy that indicates **Fully paid fees and Accommodation fees (for those who will reside in the University).**

Thank you.



Dr. Wangari Gathuthi
REGISTRAR (ACADEMIC AFFAIRS)



Copy to: Vice Chancellor

- Deputy Vice Chancellor (ARSA)
- Deputy Vice Chancellor (PFA)
- Registrar (P&A)
- Finance Officer
- Deans of Schools
- Ag. Director ICT
- Deputy University Librarian
- Senior Assistant Deans of Students
- Security Officer
- Catering Officer
- Senior Administrative Assistant, Hostels
- School Administrative Assistants