



KARATINA UNIVERSITY

STEPS TO FOLLOW DURING REGISTRATION OF NEW STUDENTS

STEP 1: BE ISSUED WITH

- Pick Service Number
- Pick Check list
- Pick flow of events Guide

STEP 2: LUGGAGE STORAGE

- Drop your luggage at Designate Area

STEP 3: REPORTING DESK

- Sign against your Name

STEP 4: VERIFICATION OF DOCUMENTS

Checklist

- Admission Letter
- Personal details form (4 copies)
- Passport size photos (4 copies)
- Acceptance form
- Original KCPE Certificate
- Original KCSE results slip
- Original ID or Birth Certificate
- National Hospital Insurance Fund Card
- Image Release Consent Form

STEP 5: ERP

- Personal details are verified in the ERP
- PSSP students receive registration numbers

STEP 6: FINANCE

- Pay Full Fees by Bankers Cheque or Deposit Slip verification

STEP 7: ROOM NOTIFICATION

- Room allocation is confirmed
- Pick room notification note or Complete a non-residence form

STEP 8: MEDICAL (CLINIC)

- Verification and Submission of Medical Forms

STEP 9: LIBRARY

- Register as a Library User

STEP 10: SIGNING NOMINAL ROLL

- Submit a dully completed checklist; Acceptance Form; Personal Details form; Copies of National ID or Birth Certificate and NHIF Card
- Confirm the correct order and spelling of names
- Sign the Nominal Roll

STEP 11: DEAN OF STUDENTS DESK

- Pick Student's Rules and Regulations
- Register in Games, Sports and Clubs of interest
- Receive information of upcoming events

STEP 12: PICKING OF LUGGAGE

- Pick the luggage to settle in the Hostel

STEP 13: HOSTELS CHECKING IN

- Check into the allocated hostels

VISION

To be a University of global excellence, meeting the dynamic needs and development of society

MISSION

To conserve, create and disseminate knowledge through training, research, innovation and community outreach

CORE VALUES

Equity
Teamwork
Meritocracy
Academic Freedom
Accountability
Excellence
Probity