

**KARATINA UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
**(ACADEMIC AFFAIRS)**

TEL: 0723-683-150

registrarsa@karu.ac.ke/admissions@karu.ac.ke

P.O. Box 1957- 10101, KARATINA

**INTERNAL MEMO**

**From:** Registrar (AA)

**Ref:** 8<sup>th</sup> July, 2024

**To:** 2024/2025 First Year Students

**Date:** KarU/Rg.AA/1/Vol.11

**RE: GUIDE TO APPLICATION OF SCHOLARSHIP AND HELB LOAN**

This is a reminder that following your placement by Kenya Universities and Colleges Central Placement Service (KUCCPS) at Karatina University, you are eligible to apply for a Government Scholarship and Loan in Higher Education Loans Board to assist you with your Educational expenses. If you require Government Financial Support, you **MUST** make an application for consideration through the official scholarship and loan portal: [www.hef.co.ke](http://www.hef.co.ke).

The following are listed requirements in application of Scholarship and HELB loan:

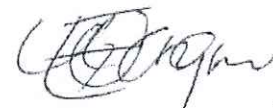
- 1) Applicant's valid email address and a valid telephone number;
- 2) Applicant's KCPE and KCSE index numbers and year of examination;
- 3) Applicant's Passport size photo (in jpeg/jpg/png);
- 4) Applicant's copy of the National ID/Maisha Card (both sides in PDF);
- 5) Applicant's valid bank details or valid MPESA number (registered under the applicant's name and ID number);
- 6) Parents' National ID and registered telephone number;
- 7) Copy of Parent's death certificate if deceased (in PDF);
- 8) Applicant's birth certificate in PDF (if applying as a minor);
- 9) Two guarantors' ID numbers and registered telephone numbers (Can be parents); and
- 10) Copy of the sponsorship letter (in PDF) if sponsored in Secondary school.

**Attached is a step-to-step guide** on the process of application for your reference. In case of any clarification or assistance please get in touch with us via:

Email addresses: [registrarsa@karu.ac.ke](mailto:registrarsa@karu.ac.ke) or [admissions@karu.ac.ke](mailto:admissions@karu.ac.ke)

Telephone Numbers: 0716-135-171 or 0723-683-150

Thank you.



**Dr. Wangari Gathuthi**

**Registrar (Academic Affairs)**

Cc Vice Chancellor  
Ag. Deputy Vice Chancellor (ARSA)  
Ag. Deputy Vice Chancellor (PFA)  
Ag. Registrar (P&A)  
Ag. Finance Officer  
Deans of Schools  
Ag. Director ICT  
Senior Assistant Dean of Students  
School Administrative Assistants

