



OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

THIS FORM MUST BE SUBMITTED TO THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS) AT THE END OF THE REGISTRATION EXERCISE

STUDENT REGISTRATION FORM (NEW STUDENTS)

SEMESTERACADEMIC YEAR DATE

A: STUDENT'S DETAILS

- i. Name: _____
- ii. Admission Number _____
- iii. School _____
- iv. Programme Name _____

FOR OFFICIAL USE ONLY

B: PRESENTATION OF DOCUMENTS FOR VERIFICATION

- i. Original letter of admission
- ii. Original & Copy of KCSE Certificate/result slip/ Diploma/Degree Certificate/Transcripts.
- iii. Original & Copy of National ID Card/ Birth Certificate & Leaving Certificate

C: PRESENTATION OF HEALTH DOCUMENTS

D: FINANCIAL OBLIGATION

Payment of fees and accommodation:
Bank Slip No. _____

E: ON-LINE COURSE REGISTRATION

Number of units registered for

F: ISSUE OF STUDENT IDENTITY CARD (ICT)

G. SIGNING OF NOMINAL ROLL

Name of the verifying Admissions Officer

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Sign

Date & Stamp

Name of the Health Officer

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Sign Date & Stamp.....

Name of the Finance Officer.....

SignDate & Stamp.....

Name of the Dean of School.....

Sign:

Date & Stamp.....

Name of ICT Officer

Sign:Date & Stamp.....

Registrar (ASA).....

Sign.....Date & Stamp.....