

**ADMISSIONS OFFICE**

**REGISTRATION FORM (for new students)**

NAME: .....

(SURNAME)

(OTHER NAMES)

ADM NO.: .....

STATE IF KUCCPS/PSSP: ..... COURSE: .....

YEAR OF STUDY:..... SEMESTER: ..... DATE REPORTED:.....

CAMPUS: .....

**STAGE 1: ADMISSIONS OFFICE (CONFIRMATION OF ELIGIBILITY)**

*Tick as appropriate*

- K.C.S.E Certificate/Result Slip  Original Admission Letter  Original I.D. Card/Birth Certificate  
 Any other Academic Qualifications  Secondary Living Certificate

Receiving Officer: ..... Sign: ..... Stamp .....

**STAGE II: FINANCE DEPARTMENT (PAYMENT OF FINANCIAL DUES)**

**CONFIRMATION OF:** (i) Fee Due Kshs. .... (In words).....

(ii) Fines kshs. .... (inwords) .....

Name of officer ..... Sign ..... Stamp .....

**RECEIVING CASHIER**

Fee paidKshs. .... Fee Balance Kshs.....

Bank slip Ref No..... Bank..... Date .....

Name of officer ..... Sign ..... Stamp .....

**FINANCE OFFICER**

For Clearance .....

Name of Officer ..... Date/Stamp..... Sign .....

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**STAGE III: DEAN OF STUDENTS**

Submitting of student details **Form RU FI**

Name of Officer ..... Date/Stamp..... Sign .....

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**STAGE IV: HEALTH SERVICES DEPARTMENT (COLLECTION OF MEDICAL FORMS)**

Submitting of medical **Form RU M**

OFFICER'S NAME: .....

DESIGNATION: .....

SIGN: ..... STAMP:.....

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**STAGE V: SIGNING OF NOMINAL ROLL (SCHOOL)**

Submitting of Student Details **Form RU FI**

THE STUDENT (i) SIGNED FOR NOMINAL ROLE ON (DATE) .....

NAME OF OFFICER: ..... SIGN: ..... DATE.....:

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**STAGE VI: HOSTEL DEPARTMENT**

Submitting of accommodation **Form RU AI**

HOSTEL NAME ..... ROOM NO. ....

BANK SLIP REF NO ..... BANK: ..... DATE: .....

NAME OF OFFICER ..... SIGN: ..... STAMP:.....

IF NON-RESIDENT, (*fill non residence form*)

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**STAGE VII: CAMPUS CARD (Processing of Campus Card)**