



ADMISSIONS
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)

Name of officer Sign Stamp

RECEIVING CASHIER

Fee paid Kshs. Fee Balance Kshs.
Bank slip Ref No. Bank. Date
Name of officer Sign Stamp

FINANCE OFFICER

For Clearance
Name of Officer Date/Stamp Sign

STAGE III: DEAN OF STUDENTS

Submitting of one copy of student details form (FORM/ASA/020-5)

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

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

Submitting of medicalform(FORM/HS/017-1)

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

STAGE V: SIGNING OF NOMINAL ROLL (SCHOOL)

Submitting of one copy of Student Details form (FORM/ASA/020-5)

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

STAGE VI: HOSTEL DEPARTMENT

Submitting of room allocationform(FORM/HC/016-1)

Hostel Name Room No.

Bank Slip Ref No Bank:

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

If Non-Resident, (*Fill Non Residence Form*)

STAGE VII: CAMPUS CARD (Processing of Campus Card)

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