

OFFICE OF THE REGISTRAR

ACADEMIC AFFAIRS

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TO: ALL STUDENTS

RONGO KENYA

P.O Box 103-40404

DATE: 23ND JANUARY, 2024

REMINDER: E-PAYMENT SERVICES

The University has digitized all payment services through the Student Portal, as required by the Government. The following services have been digitized and can be accessed from the portal;

- I. Fees Certificate
- 2. Fees Diploma
- 3. Fees Degree
- 4. Fees Postgraduate Diploma
- 5. Fees Masters
- 6. Fees PhD
- 7. Supplementary
- 8. Special Examination
- 9. Exam Remarking
- 10. Student Disciplinary Fee
- II. Transcript Replacement
- 12. Certificate Replacement
- 13. Accommodation
- I4. Library

RONGO UNIVERSITY ICT DEPARTMENT 2 JJNI 2025 P. O. BOX 103 - 40404, RONGO

The following are the steps used for fee payment.

Fee payment procedure

- I. Login to the student portal using your credentials
- 2. Go to e-payment
- 3. Choose the charge item e.g. Fees-Degree
- 4. Input the amount to be paid then click on PROCEED
- 5. Choose MPESA as the payment mode

- 6. Use the **second payment** method and follow the instructions provided
- 7. After you have received the MPESA confirmation message, click on **complete.**

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PROF. JOSEPH AGUYOH REGISTRAR, ACADEMIC AFFAIRS Copy to: Vice-Chancellor Deputy Vice-Chancellor, Administration, Finance & Planning Deputy Vice-Chancellor, Academic & Student Affairs Finance Officer All Deans All Departments in Schools RUSA Chairperson HoD ICT- Please upload on the University Website All Notice Boards