



THE CO-OPERATIVE UNIVERSITY OF KENYA

NEW STUDENTS SELF- REGISTRATION PROCEDURE

All the new students reporting in September 2020 are notified that the University has automated the students' registration process. In order for the registration process to be successful, students are required to have paid fees for the semester in full or at least 50% of the fees. Self-registration portal can be accessed on the University website (www.cuk.ac.ke) by following the procedure below:

A) PROCEDURE 1 (UPDATE ADMISSION INFORMATION)

1. Access the University website (www.cuk.ac.ke) on the top menu, click on **ADMISSION** tab and on the dropdown menu click on **Admission Letters** it will redirect you to the Student self-service Portal.



2. On the Student Self-Service portal your KCSE index number slash the year of completion for KCSE e.g. **12345678910/2020** in the space labeled **“Enter your KCSE Index No to print your Admission Letter”**





Update Admission Info.

Registration Activation

SECTION A - INSTRUCTIONS

1. On **Student Details** tab, update your particulars.
3. On **Parents/Guardian Details** tab, update the names and contact particulars of your parent/guardian

SECTION B - ADMISSIONS

Identity Number:

Enter your KCSE Index No or Registration Number (e.g 12345 / 2019)

3. Click **“Check Status”**

4. Fill in the details in the following fields: -

- Mobile Number
- ID Number (Use guardian’s ID number if you do not have a national ID)
- Gender
- Email address
- Year of birth
- County (*Indicate Home County*)
- Ethnicity
- Accommodation details (*Choose Non-Resident*)
- Guardian details

5. Click **Submit Details**

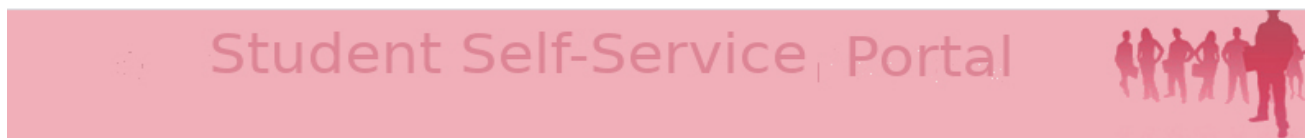
6. Click **Download Admission Letter**

7. Click **Download Joining Instructions**

B) PROCEDURE 2 (REGISTRATION ACTIVATION)

1. Click on **Registration Activation** Tab

NB: Registration Activation window appears as follows:



Update Admission Info.

Registration Activation

SECTION C - ATTACHMENTS

1. Enter your Admission/Registration Number in **capital letters**.
2. Scan and attach the documents indicated in the required format (Admission Letter, Result Slip, National ID, Doctor's Report etc)
3. For those without National ID, scan and attach your birth certificate
4. Click on **Submit** button to be redirected to the Student's Portal activation page

Enter your Registration Number to attach documents




2. Enter your Admission Number (**use capital letters**)
3. Click **Load** to view your updated data.
4. Proceed and attach documents indicated as **attachments (Kindly observe the file format and size as indicated)**

Documents to be uploaded are;

- **Doctors report**
 - **Admission letter**
 - **KCSE result slip**
 - **National ID or Birth Certificate**
5. Click on **submit** button. You will be redirected to the Students portal as shown in procedure 3 below:

C) PROCEDURE 3 (FINANCE REGISTRATION AND UNITS REGISTRATION)

Co-operative University of Kenya Students Portal

Co-operative University of Kenya
Integrated University Administration Management System

Student Number

Password

1. Enter your Admissions number in the first text box labeled **Student Number**
2. Enter your Admission Number in the second text box labeled Password
3. Click on **Log In**

NOTE: *Students will be required to change their password as directed.*

NB: Registration window appears as follows:

My Profile

edit profile...

My Account **Academic** General Contacts

Programme DMF : DIPLOMA IN MICRO-FINANCE
 School FC : SCHOOL OF BUSINESS AND ECONOMICS
 Level DIPLOMA
 Campus MAIN CAMPUS, KAREN
 Center MAIN CAMPUS
 Study Method Full Time
 Admission Year 2020

4. Click on **Finance Registration**
5. Click on **Register**

studentportal.cuk.ac.ke/portal/

Welcome

Finance Registration for 2019/2020 Session S1. I am taking BACHELOR OF COMMERCE in Y1S1

Student Number [REDACTED]
 Student Name [REDACTED]
 programme BCOM:BACHELOR OF COMMERCE
 Campus MAIN CAMPUS, KAREN Study Method Full Time
 Category JAB:KUCCPS Academic Status ACTIVE
 Registration 2019/2020:S1 Period Y1S1

Item code	Item Name	Amount
T	Tuition	8,000.00
MS	Medical Subscription	1,737.00
L	Library Fee-Main campus	580.00
I	Internet	870.00
E	Examination	3,453.00
CO1	Computer Fees	870.00
A	Activity	580.00
SUS-01	STUDENT UNION SUBSCRIPTION	1,000.00
ID	Students ID-Main campus	500.00
C	Caution Money	1,000.00
RU	Registration Fees	2,080.00
GAC	Group Accident Cover-Main Campus	500.00
Total Fees		21,170.00
Required Minimum		10,585.00
My Account Balance		-37,560.00

Register

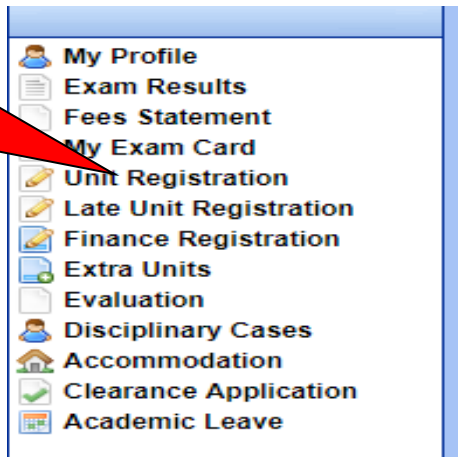
Fee Payment Methods

1. Deposit at any branch of Co-operative bank A/C **01129062663600** – Karen Branch
2. M-Pesa Paybill no. **400222** A/C no. **723#admission number**

NOTE: *Finance registration is only possible for those who have paid at least 50% of the total fees.*



6. Click on **Unit Registration** to register for units on offer for the semester.



7. Click on **Confirm All** to book for units

A screenshot of a web application interface for unit registration. On the left is a navigation menu with items like My Profile, Fees Statement, etc. The main content area shows a registration form for '2019/2020 Session S1' for a 'BACHELOR OF COMMERCE' student. Below the form is a table of 'Booked Units' with columns for Unit Code, Unit Name, Unit Type, Unit Charge, and a 'Confirm All' button. A red arrow points to the 'Confirm All' button in the table.

No	Unit Code	Unit Name	Unit Type	Unit Charge	remove all	Confirm All
1	BCOM 2101	PRINCIPLES OF MICROECONOMICS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
2	BCOM 2102	FINANCIAL ACCOUNTING I (3 Credits)	Ordinary Examination	0.00	confirmed	✓
3	BCOM 2103	COMPUTER APPLICATIONS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
4	BCOM 2104	FOUNDATIONS OF MATHEMATICS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
5	BUCU 2101	COMMUNICATION SKILLS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
6	BUCU 2102	CO-OPERATIVE PHILOSOPHY (3 Credits)	Ordinary Examination	0.00	confirmed	✓
7	BUCU 2103	LIFE SKILLS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
No			Total Credits 21 Credits			

All new students are expected to have registered by **1st September, 2020**. The deadline for registration is on **Friday 25th September, 2020**.

Contact Information:

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