



THE CO-OPERATIVE UNIVERSITY OF KENYA

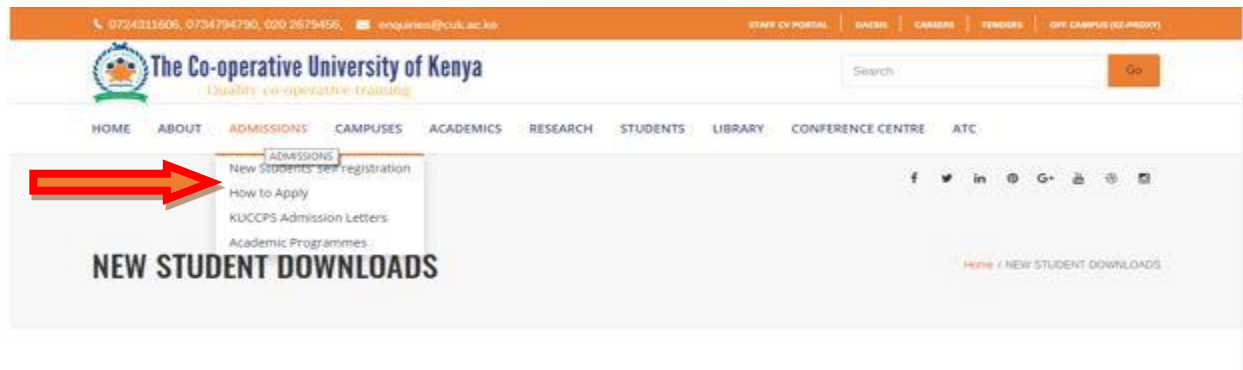
NEW STUDENTS SELF-ADMISSION AND REGISTRATION PROCEDURE

All the new students reporting in September, 2019 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. Those who may wish to be accommodated to also pay full accommodation fees

Self-registration portal can be accessed on the University website (www.cuk.ac.ke) and 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 **New Students Self-registration** it will redirect you to the Student self-service Portal.



2. On the Student Self-Service portal your KCSE index number and the year of completion for KCSE e.g. [12345678910/2018](#) in the space labeled **“Enter your KCSE Index No to print your Admission Letter”**





Update Admission Info. Admission Activation

SECTION A - INSTRUCTIONS

1. On **Student Details** tab, update your particulars.
2. On **Accommodation / Hostel Details** tab, select either **Resident (Inside Campus)** if you intend to stay in university hostel or **Non-resident (Outside Campus)** if you do not intend to stay in campus. Update your particulars
3. On **Parents/Guardian Details** tab, update the names and contact particulars of your parent/guardian

SECTION B - ADMISSIONS

Enter your KCSE Index No to print your Admission Letter

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
 - Ethnicity
 - Accommodation details
 - Guardian details
5. Click **Submit Details**
6. Click **Download Admission Letter**
7. Click **Download Joining Instructions**
8. **Procedure 2 (Admissions Activation)**
 1. Click on **Admission Activation** Tab
 2. Enter your Admission Number
 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)**

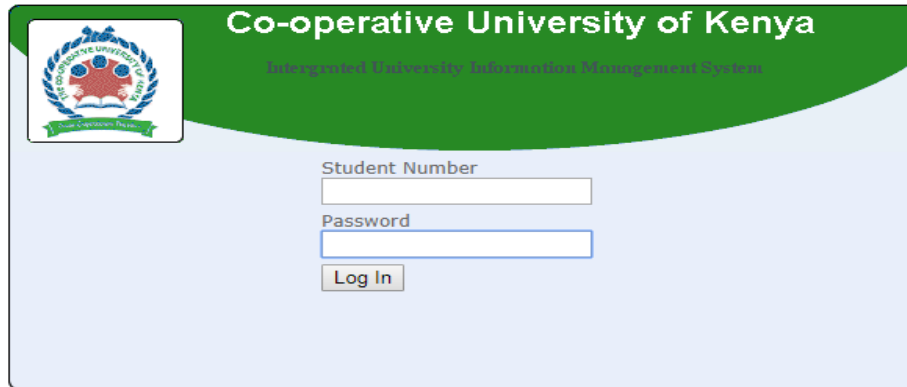
Documents to be uploaded are;

- **Doctors report**
 - **Admission letter**
 - **KCSE result slip**
 - **National ID**
5. Click on **submit** button that leads to the Students portal as shown in procedure 3 below:



9. Procedure 3 (Student Finance, Units and Accommodation Registration)

Co-operative University of Kenya Students Portal



Co-operative University of Kenya
Integrated University Administration Management System

Student Number

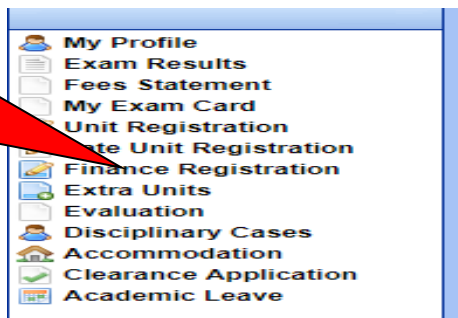
Password

Log In

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**

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

NB: Registration window appears as follows:



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:KUCPPS 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

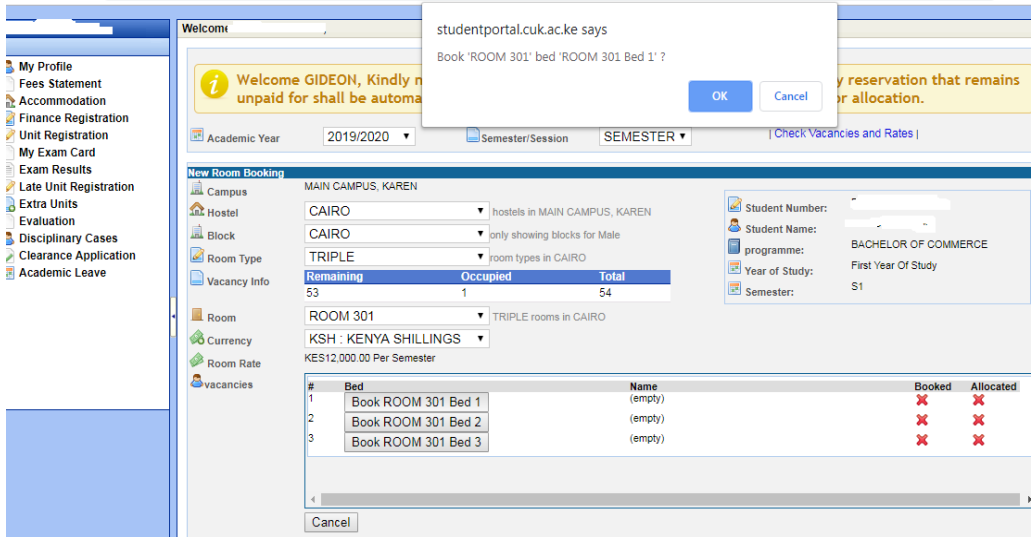
Register

6. Click on **Accommodation** to book and reserve University hostel

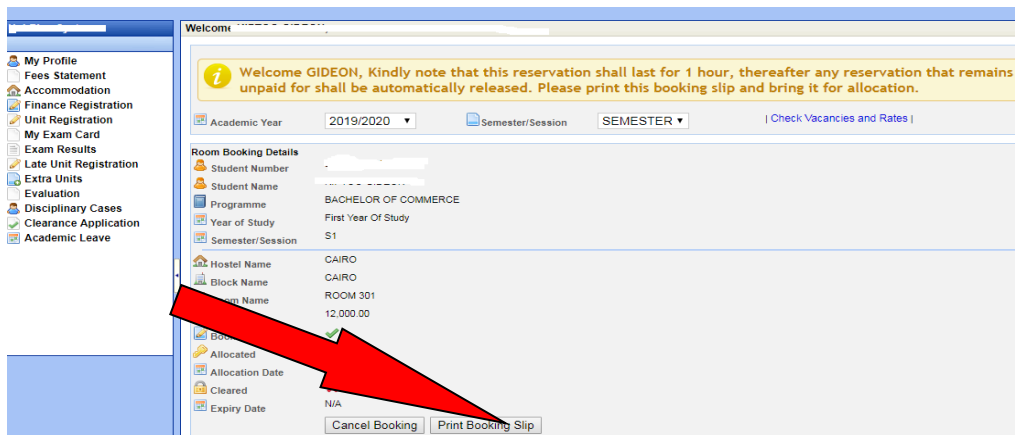
My Profile
 Exam Results
 Fees Statement
 My Exam Card
 Unit Registration
 Late Unit Registration
 Finance Registration
 Extra Units
 Evaluation
 Disciplinary Cases
 Accommodation
 Clearance Application
 Academic Leave

7. Choose your hostel accordingly and click on **Submit**

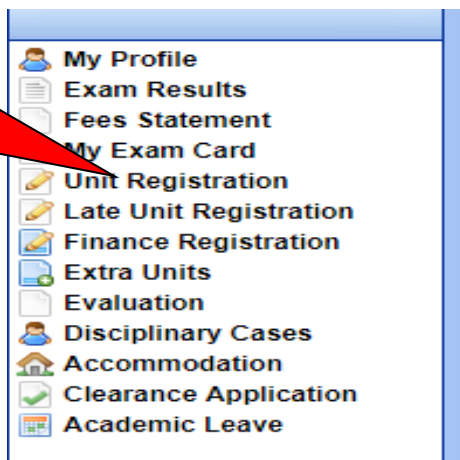




(Ensure you print your room booking report for presentation at accommodation office for keys/mattress collection on reporting date)



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



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

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

BACHELOR OF COMMERCE Study Method **Full Time** have not been restricted to use catalogue

Book Unit

Preferred Campus and Study Mode: MAIN CAMPUS - FULL TIME
 Unit Type: Ordinary Examinations
 Select Unit: BUCU 2103 : LIFE SKILLS

Booked Units

No	Unit Code	Unit Name	Unit Type	Unit Charge	remove all	confirm
1	BCOM 2101	PRINCIPLES OF MICROECONOMICS (3 Credits)	Ordinary Examination	0.00	confirmed	<input checked="" type="checkbox"/>
2	BCOM 2102	FINANCIAL ACCOUNTING I (3 Credits)	Ordinary Examination	0.00	confirmed	<input checked="" type="checkbox"/>
3	BCOM 2103	COMPUTER APPLICATIONS (3 Credits)	Ordinary Examination	0.00	confirmed	<input checked="" type="checkbox"/>
4	BCOM 2104	FOUNDATIONS OF MATHEMATICS (3 Credits)	Ordinary Examination	0.00	confirmed	<input checked="" type="checkbox"/>
5	BUCU 2101	COMMUNICATION SKILLS (3 Credits)	Ordinary Examination	0.00	confirmed	<input checked="" type="checkbox"/>
6	BUCU 2102	CO-OPERATIVE PHILOSOPHY (3 Credits)	Ordinary Examination	0.00	confirmed	<input checked="" type="checkbox"/>
7	BUCU 2103	LIFE SKILLS (3 Credits)	Ordinary Examination	0.00	confirmed	<input checked="" type="checkbox"/>

No Total Credits 21 Credits

All new students are expected to report at the Main Campus Karen on **Monday 9th September, 2019** for admission. The deadline for reporting is on **Friday 27th September, 2019**.

For inquiries call 0724311606 or email ictsupport@cuk.ac.ke or admissions@cuk.ac.ke between 8.00 a.m. and 5.00 p.m. on weekdays.

D.B. OTIENDE
REGISTRAR, ACADEMIC AFFAIRS.



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