



THE CO-OPERATIVE UNIVERSITY OF KENYA

THE REGISTRAR (AA)

Website: www.cuk.ac.ke, Email: registraraa@cuk.ac.ke

INTERNAL MEMO

TO: All Continuing Students

REF: CUK/A/2B

FROM: Registrar (AA)

DATE: 15th May, 2018

SUBJECT: CONTINUING STUDENTS SELF-REGISTRATION

Above mentioned subject refers.

The University has automated the students' registration process to ensure that it is hastened.

All continuing students who are reporting as from **May 16th, 2019** are required to self-register themselves and thereafter proceed directly to accommodation for room allocation for those residing in University hostels. Please note that continuing students who would like to reside in University hostels should get clearance from the office of the Dean of students due to limited spaces available.

The procedure for self-registration is as follows.

1. Access and log in to your portal account on studentsportal.cuk.ac.ke.
2. Navigate to finance registration (if paid 50% of fees and accommodation) then proceed and self-register.
3. If not make payment to the University account to activate the self-registration process.
4. Proceed to Stage IV and V in your checklist (Room allocation subject to availability of rooms or register as non-resident)
5. Confirm and register your units for the semester.

DAVID B. OTIENDE

REGISTRAR, ACADEMIC AFFAIRS



QUALITY CO-OPERATIVE TRAINING
CUK is ISO 9001:2015 CERTIFIED