



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



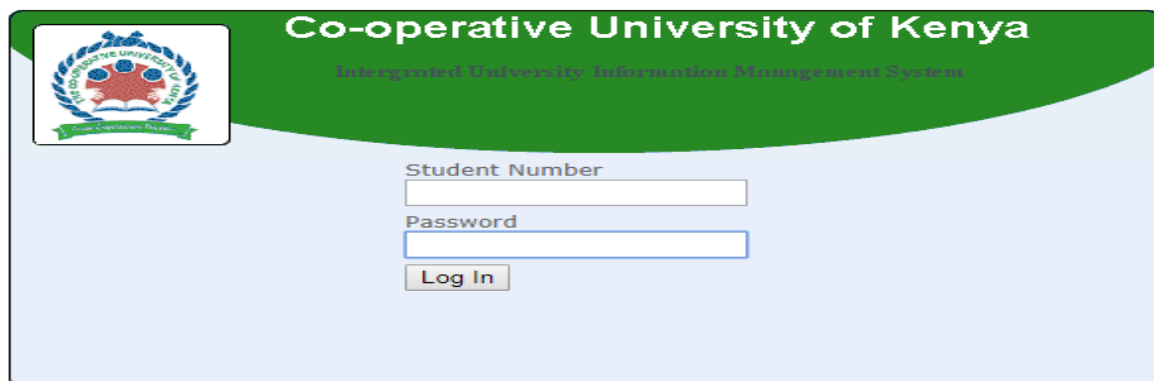
2. Enter your Admission Number (**use capital letters**)
3. Click **Load** to view your updated data.
4. Proceed and attach documents indicated as **attachments (Kindly observe the file format and size as indicated)**

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



The screenshot shows the login interface for the Co-operative University of Kenya Students Portal. It includes the university's logo, the name of the institution, and the system name. The login fields are labeled 'Student Number' and 'Password', with a 'Log In' button below them.

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:

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

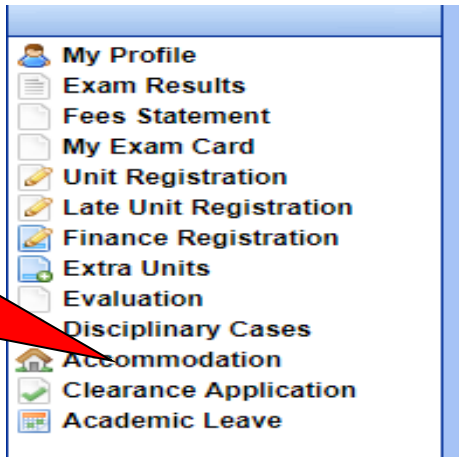
Item code	Item Name	Amount
T	Tuition	8,000.00
MS	Medical Subscription	1,737.00
L	Library Fee-Main campus	580.00
I	Internet	870.00
E	Examination	3,453.00
CO1	Computer Fees	870.00
A	Activity	580.00
SUS-01	STUDENT UNION SUBSCRIPTION	1,000.00
ID	Students ID-Main campus	500.00
C	Caution Money	1,000.00
RU	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

Fee Payment Methods

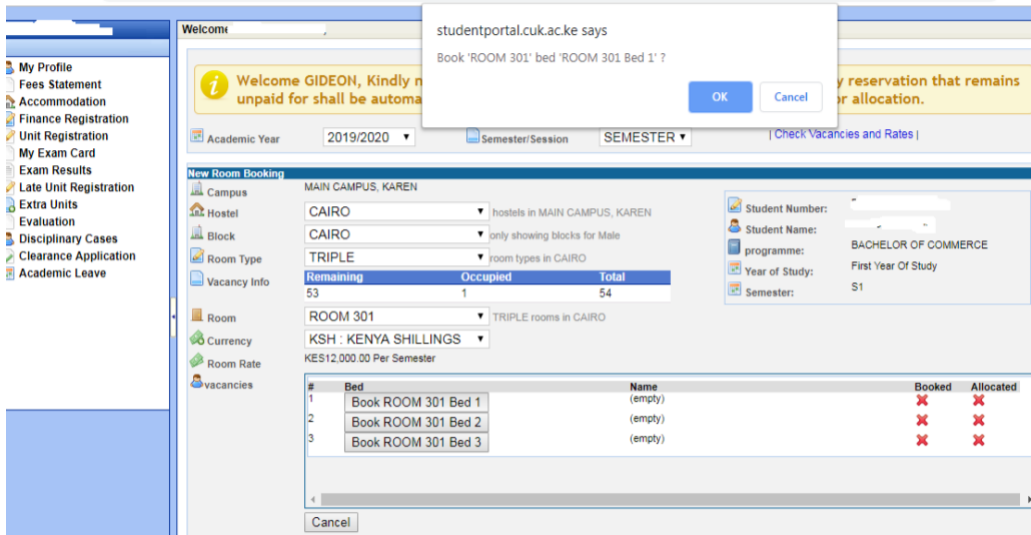
1. Deposit at any branch of Co-operative bank A/C **01129062663600** – Karen Branch
2. M-Pesa Paybill no. **400222** A/C no. **723#admission number**

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

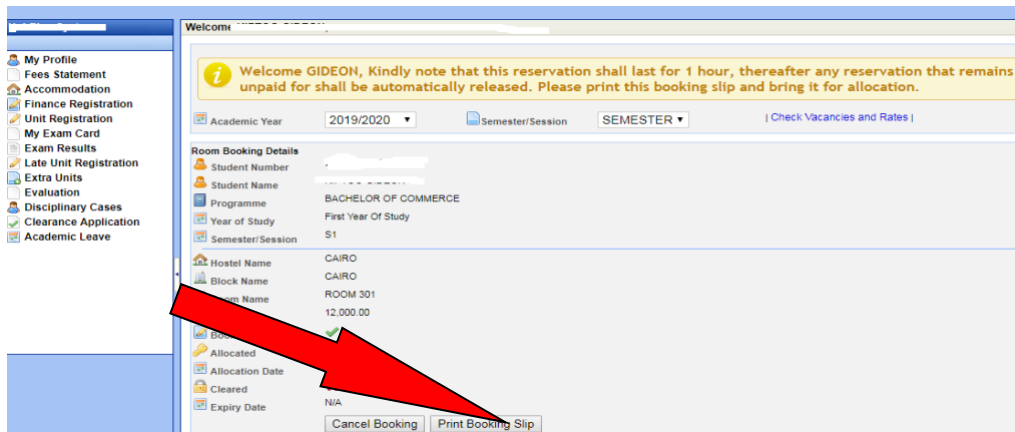
6. Click on **Accommodation** to book and reserve University hostel



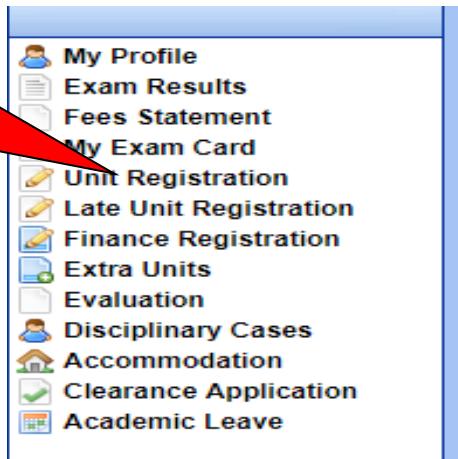
7. Choose your hostel accordingly and click on **Submit**



(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

A screenshot of a web application interface. On the left is a navigation menu with items like My Profile, Fees Statement, Hostel Room Booking, Finance Registration, Unit Registration, My Exam Card, Exam Results, Late Unit Registration, Extra Units, Evaluation, Disciplinary Cases, Clearance Application, and Academic Leave. The main area shows registration details for '2019/2020 Session S1' for a 'BACHELOR OF COMMERCE' student. Below this is a 'Book Unit' section with dropdowns for 'Preferred Campus and Study Mode' (MAIN CAMPUS - F), 'Unit Type' (Ordinary Exami), and 'Select Unit' (BCUJ 2103 - LIFE SKILLS). A red arrow points to the 'Book Unit' button. Below is a 'Booked Units' table with columns for Unit Code, Unit Name, Unit Type, Unit Charge, remove all, and Confirm All. The table lists 7 units, all confirmed. A 'Confirm All' button is at the end of the table. At the bottom, it says '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**.

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

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