



THE CO-OPERATIVE UNIVERSITY OF KENYA

P. O. Box 24814-00502, KAREN, NAIROBI.

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E-mail: admissions@cuk.ac.ke

Website: www.cuk.ac.ke

JOINING INSTRUCTIONS TO STUDENTS

1. PERSONAL LAPTOPS

Note that some units will be offered on e-Learning platform and therefore it is important to have a personal laptop.

2. STUDENTS PERSONAL DETAILS

You are required to complete all the required forms and avail them during registration. Come also with copies and original academic certificates and a copy and original National Identity card.

3. MEDICAL EXAMINATION

Admission into The University is conditional upon satisfactory medical report being received. Students are therefore required to undergo a medical examination by a recognized medical practitioner before coming to the University. *Student's Medical Examination* – is attached for this purpose.

The Doctor who examines the student is kindly requested to complete and enclose in a sealed envelope addressed to the Medical Officer. The Co-operative University of Kenya **P. O. Box 24814-00502, KAREN, NAIROBI**. The student is required to bring the report along with him/her on the day of registration. This form should not be sent by Post.

4. MEDICAL ATTENTION AT THE UNIVERSITY COLLEGE

The University Dispensary is open to students, but students are advised to be prepared to meet expenses of any Medical attention not provided by the University.

5. DENTAL AND OPTICAL TREATMENT

The University does not provide optical treatment or dental treatment. Any student having or suspecting eye trouble should consult opticians where necessary, buy spectacles before coming to The University.



6. SPECIAL MEDICAL CONSENT FORM FOR MINORS

Parents (or Guardians) of students who are under 18 years of age are requested to fill and obtain parents' (or Guardian's) signature on form VI emergency operation/form of consent herewith enclosed. Completed forms should be returned to the Registrar (Academic Affairs) together with the letter of Acceptance.

7. MATERIALS NEEDED BY THE STUDENTS

- (i) Academic Stationery
- (ii) Books and Equipment (depending on the Faculty/School/Institute) in which one is registered.
- (iii) Clothing, pocket money
- (iv) Bedding, (Bedcover, Blankets, Sheets and Bucket)



ADDITIONAL COURSE REQUIREMENTS FOR STUDENTS UNDERTAKING DIPLOMA IN CATERING AND HOSPITALITY

A) FOOD PRODUCTION

1. Standard Double breasted **White** Chefs jacket
2. **White** half apron
3. **Black** trousers or skirt, not tight fitting
4. Safaricom **Green** triangular Neckerchief
5. **White** Chefs hat-(not Nets)
6. **Black** closed leather shoes
7. Kitchen knife
8. Kitchen towel
9. Oven gloves or oven cloth
10. Name Tag (Rectangular **Green**)

B) FOOD SERVICE

1. White long sleeved shirt
2. Black trouser or skirt, not tight fitting
3. Black half coat
4. Black closed leather shoes
5. Black Bow tie/ Tie
6. **Big Five**-cork screw opener, lighter, waiters cloth, order pad/pen & Glass cloth
7. Name Tag (Rectangular **Green**)

C) HOUSEKEEPING

1. White long sleeved shirt
2. Black trouser or skirt, not tight fitting
3. Black closed leather shoes
4. Name Tag (Rectangular **Green**)

