



## THE CO-OPERATIVE UNIVERSITY OF KENYA

### ADMISSION LETTER DOWNLOAD INSTRUCTION FOR KUCCPS PLACED STUDENTS (2019/2020)

The candidates placed by KUCCPS are notified that admission letters are available and are downloadable from the University website ([www.cuk.ac.ke](http://www.cuk.ac.ke)) by following the procedure below:

1. Click **ADMISSIONS**
2. Click **KUCCPS ADMISSIONS**
3. On the online application dialog box enter your KCSE index number and the year of completion for KCSE (As it appears in the KCSE result slip. e.g. **123456789/2018**) in the space labeled “**Enter your KCSE Index No to print your Admission Letter**”
4. Click “**Check Status**”
5. 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
6. Click “**Submit Details**”
7. Click “**Download Admission Letter**”
8. Click “**Download Joining Instructions**”

**Note: Do not enter anything on the Top space labeled email and password or sign up.**



CUK is ISO 9001: 2015 Certified



# Online Application for Admissions



Home

1. Register > 2. Payment > 3. Select Course > 4. Prerequisites > 5. Fill Profile > 6. Upload Certificates > Finish

**Is this the first time you are using our online programme application system?**

If **Yes**, then click on the box [Sign Up](#). Then use the sign up email and password to log on the system.  
If **No**, then enter your email and password or application ID and click [Login](#) button.

**LOGIN**

I have an existing account that I previously signed up  
Please enter your login details

Email:

Password:

[Forgot Password?](#)

**YES**

This is my first time to use this System  
Sign up an account to enable you track your programme application

Enter your KCSE Index No to print your Admission Letter:

Enter your KCSE Index No to print your Admission Letter:

Welcome **DANCAN ODERA**, Please fill in below information and submit to be able to print your admission letter.

**Student Details**

Surname: <input type="text" value="OLIVER"/>	Other Names: <input type="text" value="DANCAN ODERA"/>
Registration No: <input type="text" value="DAMC01/0051/2016"/>	Course: <input type="text" value="DIPLOMA IN AGRIBUSINESS MANAGEMEN"/>
Year of Study: <input type="text" value="First"/>	Semester: <input type="text" value="First"/>
Mobile No: <input type="text"/>	ID Number: <input type="text"/>
Gender: <input type="text" value="..."/>	Email: <input type="text"/>
Date of Birth: <input type="text" value="[Year]"/> <input type="text" value="[Month]"/> <input type="text" value="[day]"/>	
County: <input type="text" value="..."/>	Ethnicity/Tribe: <input type="text" value="..."/>

**Accommodation / Hostel Details**

Indicate whether Resident or Non-resident:

**Guardian Details**

Guardian(Father/Mother/Uncle etc):

Guardian Surname: <input type="text"/>	Other Names: <input type="text"/>
Mobile No: <input type="text"/>	Email: <input type="text"/>



Once you submit your details, print admission letter button will be active and you may proceed and print your admission letter. You are also expected to download joining instructions which contains all the requisite documents for new students. Please complete all the attached admission forms and report with them on the opening day which will be on Tuesday **14<sup>th</sup> May, 2019**. Please check keenly and ensure you print the correct fee structure for your course.

All new Diploma students are expected to report at the Main Campus Karen **on Tuesday 14<sup>th</sup> May, 2019** for admission. The deadline for reporting is on **Friday 17<sup>th</sup> May, 2019**. The degree students will be reporting on **Monday 9<sup>th</sup> September**.

For inquiries call 0724311606 or email [admissions@cuk.ac.ke](mailto: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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