

## A) ADMISSION AND REGISTRATION

1. Admission and registration of New Students for the **2021/2022** Semester One (1) is now open online on the University website (<https://www.cuk.ac.ke/admissions/>). All students are required to register online through the student portal. New students are expected to report on **Tuesday 19<sup>th</sup> October, 2021**. To access the Self-registration procedure help document, click on this link: <https://www.cuk.ac.ke/NEW-STUDENT-SELF-REGISTRATION-PROCEDURE>. The deadline for registration will be on **Friday 5<sup>th</sup> November, 2021**.
2. New Students Joining Instructions can be accessed through this link: <https://www.cuk.ac.ke/CUK-JOINING-INSTRUCTIONS>. Students are advised to print the FORMS referred to in the joining instructions as SEPARATE documents as guided by the form and page numbers on the forms.
3. Students will be required to have the following documents on the Registration day:
  - i) Student Registration Checklist/Form
  - ii) Admission Letter;
  - iii) Original and Photocopy KCSE/Diploma/Degree Certificates and /Result Slip/Transcripts;
  - iv) Original and Photocopy of National ID/Birth Certificate;
  - v) 2 Passport Size Photographs;
  - vi) All the joining instructions and documents
4. Orientation for New students will be conducted from **Thursday 21st October 2021** at the New Lecture Theatre from 8.00 a.m.

## B) ACCOMMODATION

1. The University has limited accommodation opportunities; therefore, accommodation is not guaranteed within the University hostels. However priority will be given to new students. Students wishing to be considered for the available spaces for accommodation in the University hostels are required to apply online through the Student's Portal (<https://studentportal.cuk.ac.ke/portal/>).
2. In order to secure accommodation at the University hostels, you are required to pay full fees or at least 50% of the prescribed semester fees, pay full accommodation fees and do Finance Registration. Payments can be made through MPesa or cash deposit to the University accounts.
3. After online hostel booking, you are required to print the room booking slip and present it to the Housekeeper on admission day for room allocation. Room allocation will be done on the reporting day.
4. If you are not offered a place in the University's Hostels, you can access details of private hostels from the website (<https://www.cuk.ac.ke/accomodation/>).

## C) FEE PAYMENT

1. All payments to the institution are payable through any of the following means:
  - i) Deposit at any branch of Co-operative bank **A/C 01129062663600** Karen branch
  - ii) M-Pesa Paybill no. **400222** A/C no. **723#admission number**

- iii) Bankers cheque-to be presented to the University cash-office
- iv) Cheques from CDF, County funds, other sponsors to be presented to the University Cash Office accompanied by the forwarding letter from the organisation.

**NOTE:** The University does not accept Cash Payments and Personal Cheques.

- 2. All fee is to be paid in full before the start of the semester. In the event of inability to pay in full, students shall be allowed to pay at least 50% of the total semester fees before registration. Those accommodated by the University are required to pay 100% of the accommodation fees up-front. A student who will not have paid the said fees by the end of the 3<sup>rd</sup> week of the semester shall be required to take academic leave, failure to which he/she shall be de-registered.
- 3. Fee structures can be accessed through this link: <https://www.cuk.ac.ke/admissions/fee-structures/>

For enquiries contact our Admissions Office: Cell: **0797 308676** or **0724 311606**;

Email: [admissions@cuk.ac.ke](mailto:admissions@cuk.ac.ke)

**For: REGISTRAR (ACADEMIC AFFAIRS)**