



THE CO-OPERATIVE UNIVERSITY OF KENYA

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OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

JOINING INSTRUCTIONS FOR NEW STUDENTS

1) ARRIVAL AND REGISTRATION

First year students are expected to report and register on the dates indicated in the admission letters. **NOTE:** The Co-operative University of Kenya is located at the end of **Ushirika Road off Lang'ata South Road** after Bomas of Kenya. Approximately 18 KM from the City Center. The University can be reached by taking a matatu route No. 24 from the Bus Station terminus, Nairobi city. Further directions can be obtained through the following telephone number; **0724 311606**

2) STUDENT REGISTRATION CHECKLIST/FORM - NEWLY ADMITTED STUDENTS (CUK/ASR/FORM15)

All new students reporting for the first time must complete the Student Registration Checklist on the registration day. The form must be countersigned and stamped at every registration stage.

3) STUDENT'S DATA SHEET (CUK/ASR/FORM10)

You are required to fill and submit ONE COPY of the Student data sheet on the day of registration. Ensure that you have provided all the details accurately

4) ACCEPTANCE OF OFFER OF ADMISSION/RE-ADMISSION/STUDENTSHIP (CUK/ASR/FORM08)

All candidates accepting the offer of admission must undertake to complete the programme of study that they have been admitted to. Complete the form and return a signed copy to the University on the day of registration.

5) NON-ACCEPTANCE OF OFFER OF ADMISSION (CUK/ASR/FORM09)

If you do not accept the offer of admission, complete Course Non-Acceptance Declaration Form and return to the University immediately.

6) STUDENTS PERSONAL DETAILS (CUK/ASR/FORM11)

You are required to fill ONE COPY of the Student details form and submit on the day of registration. You should also submit **TWO PASSPORT SIZE PHOTOGRAPHS** (Coloured) together with form. Please ensure that you have written your name and registration/Admission number at the back of each photograph.

7) STUDENT ENTRANCE MEDICAL EXAMINATION FORM (CUK/ASR/FORM18)

i. **Admission to the University:** This 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. The Doctor who examines the student is 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



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registration. This form should not be sent by Post Office.

- ii. **Medical attention at the University:** The University provides outpatient medical treatment to registered students at the University Dispensary. However, parents, guardians and students are advised to be prepared to cater for expenses for medical treatment which is not covered by the University Dispensary including hospitalization.
- iii. **Dental and Optical Treatment:** The University does not provide dental or optical treatment. Students are required to make their own arrangements to meet the expenses for such treatment.
- iv. **Consent For Emergency Medical Operation:** Parents (or guardians) of all students are required to sign the consent form for emergency medical attention

8) STUDENT REGULATIONS DECLARATION (CUK/DOS/SRG01)

Every student must sign the Students Regulation declaration at the end of the document containing the rules and regulations governing the conduct and discipline of students signifying that they understand the contents and that the student is ready to uphold discipline and conduct during his/her studentship as stipulated in the Rules and Regulations Governing the Conduct and Discipline of Students at the Co-operative University of Kenya. The signed declaration must be submitted during registration.

9) FEES PAYMENT, LOANS/BURSARIES SCHEME (CUK/ASR/FORM14)

Students are advised to familiarize themselves with information provided in **FEES STRUCTURES** regarding fees, loans and bursaries, and to make the necessary arrangements with financing institutions before reporting to the University in case one is in need of financial support.

10) CATERING AND ACCOMMODATION SERVICES (CUK/ASR/FORM16)

Information on the Catering and Accommodation services offered at the Co-operative University of Kenya is contained in the **CATERING AND ACCOMMODATION SERVICES INFORMATION** under students' regulations and an excerpt indicated here. All students are expected to familiarize themselves with the information and adhere to them.

NOTE: Application for accommodation will be opened one (1) week to the actual reporting date.

11) RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS (CUK/DOS/SRG01)

All students are expected to read and understand the Rules and Regulations Governing the Conduct and Discipline of Students and are expected to adhere to the same as stipulated in the rules and regulations governing the conduct and discipline of students at the Co-operative University of Kenya

12) MEDIA USE CONSENT FORM (CUK/PRO/FORM01)

Students commit to having photographs and videos of students' activities and initiatives while in session to be used for the University's digital media promotional materials or otherwise.

13) ADDITIONAL REQUIREMENTS FOR STUDENTS TAKING HOSPITALITY MANAGEMENT PROGRAMMES (CUK/DEE/FORM10)

Students undertaking Diploma in Catering & Hotel Management and Bachelor of Catering & Hospitality Management shall be required to purchase these additional requirements to facilitate their learning.

14) DEFERMENT FORM (CUK/ASR/FORM06)

Students who wish to defer their year of entry once admitted should notify the University by completing the deferment form.

NOTE: Students are advised to print the FORMS referred to in the joining instructions as SEPARATE documents as guided by the form number and page numbers on the forms.



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