CUK/ASR/FORM03

Affix one of your current passport size photographs here



THE CO-OPERATIVE UNIVERSITY OF KENYA

P.O BOX 24814-00502, Karen-Nairobi Tel: 020-/2679456 Website: www.cuk.ac.ke EMAIL: admissions@cuk.ac.ke

OFFICE OF THE REGISTRAR (ACDRI)

7	nstruction	STU	UDENT'S DATA SHE	ET	
1	Instruction: To be completed in capital letters 1. Full Name:				
		Surname	First Name	Other Names	
2.	University	Admission/Registration N	Number:		
3.		KCSE Index Number:			
4.	Former H	igh School:			
5.	Date of B	irth: Day:	Month:	Year:	
6.				ıl Status:	
7.					
8.					
9.					
	Mobi	le Phone Number:	E-mail	:	
10.		ersons who can be contact			
	i)				
				ess:	
	ii)				
		Relationship	Physical Addre	ess:	
11.	Do you hav	ve any form of impairment		No	
If yes indicate the form of impairment					
I certify that the Information I have provided is correct.					
	Signature:		Date:		
NO.		n should be returned together with (

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Revision: 02



Name	action: To be completed by those ACCEPTING	C 41 CC 1 1 1 1 1 1	
		G the offer and submitted on the o	day of registration
TVAIIIC	2:	······	
RegN	(Surname)	(Other Names)	
KCS	Io.: F. Index No	Email:	
ID No	E. Index No.:	1 ear:	
having	been notified of my admission/re-admission to	the Co-operative University of Kenya	to pursue a course leading to the
Degre	e/ Diploma/Certificate of	are so speakive criticity of recity a	to pursue a course leading to the
	e/ Diploma/Certificate of	do hereby bind myself s	solemnly and undertake to comp
with th	ne following conditions:	······································	is a superior of the configuration of the configura
1.	relevant rules.		
2.	That I undertake to attend all scheduled lect activities that will be required of me by Universit	y authorities during my academic p	ursuit in the University.
3.	That I acknowledge and duly submit myself to and Regulations Governing the Conduct of st	the disciplinary authorities of the U udents of the University. In particu	niversity as defined in the Rules
	a) Bind myself to refrain from engaging in a interest of the University and other studen	ts.	
	b) I will abstain from inciting, obstructing lectures; or obstructing a member of the Un	iversity from giving lectures or sucl	h other instructions.
	c) Undertake not to convene or join any una and activities or in any way to be a party to the University.	authorized and or unlawful demon	strations, processions, gathering
	d) Undertake at all times to conduct myself in permit anyone to influence me to commit	such manner as to uphold the digrany breach of rules, regulations or	nity of the University and not to
	e) Undertake to conduct myself at all times, and socially acceptable manner which upho	within and outside the precincts of	f the University, in a responsible
4.	That I bind myself by this instrument fully conditions or should I in any way conduct members of University or members of the publ and regulations.	conscious that should I be found myself in a manner prejudicial to	in breach of any of the above the University, other students
DATE	D THIS	DAY OF	20
	ED		
Witnes	stotheabovesignature		Parent/Guardian

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Revision: 02



STUDENT REGULATIONS DECLARATION FORM

I
School/Institute of
declare that I have read and understood the Regulations Governing the conduct and Discipline of Students at
The Co-operative University of Kenya. I further PROMISE TO ABIDE by the regulations Governing the
conduct and Discipline of the students of The Co-operative University of Kenya.
Student's Name:
Registration No.:
Tel. Contact:
Email Address:
I.D./Passport/Birth Certificate No.:
Course Admitted To:
Signature:
Date:

CUK is ISO 9001: 2015 Certified
Issue Date: July 2017





MEDIA USE CONSENT FORM

Student's Name:
Registration No.:
Tel Contact.:
I.D./Passport/Birth Certificate No.:
Course Admitted To:
The University shall from time to time take photographs, films and videos of students and staff activities while
in session as a record of the day to day activities and operations. Such photographs, videos and/or films may
appear on the University website, newsletters, print/social/digital media platforms and other printed materials
produced for promotional purposes including brochures, leaflets, posters, adverts, banners and other materials
sent out to the print/social/digital media or in reports to funding bodies for educational and research
purposes. Copyright of the media contents taken will remain with The Co-operative University of Kenya.
Signature: Date:

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EMERGENCY MEDICAL OPERATIONS FORM

Name of Student
Registration No
Course admitted to
Date of Birth
Approval of your parent(s) or guardian is required for the Vice – Chancellor of the Co-operative University, to give consent on their behalf for any emergency operation to be carried out on you, should such a situation arise.
s and the such a situation and the security out on you, should such a situation arise.
agree that the Vice - Chancellor of the Co-operative University of Kenya may give consent for any emergency operation being performed on(student's name), if not possible to contact me in time.
Parent/ Guardian's Name: Relationship:
ignature of Parent/Guardian: Date:

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Revision: 02



NON-ACCEPTANCE OF OFFER OF ADMISSION FORM

*Instruction:*To be completed by those **NOT ACCEPTING** the offer

Nam	e:	(0.1.)	
	(Surname)	(Other Names)	
K.C.S	S.E. Index No	Year	
		ion to the Co-operative University of Kenya to pursue a course lead	
			0
		TAKING UP the offer because of the following reasons:	
(Tick	where applicable)		
1.	Family issues		
2.	Health related issues		
3.	I have been offered a Scholarship		
4.	I have taken on employment		
5.	I have joined another College/Univer	rsity	
6.			
ADM	IISSION NO		
		DATE	

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Revision: 02



OFFICE OF THE REGISTRAR (ACDRI)

STUDENT REGISTRATION CHECKLIST/FORM (NEWLY ADMITTED STUDENTS)

1.	ructions To be filled in duplicates on the Registration Day;	
2.	To be countersigned and stamped at every Registration Stage. SECTION A: STUDENT DETAILS (TO BE COMPLETED BY THE STUDI	CNIT'
Student N	Name:	•
	me Admitted To:	
	E-Mail Address:	
Signature	::	TT++++++++++++++++++++++++++++++++++++
\$	STAGE I: PRESENTATION AND VERIFICATION OF DOCUMENTS (To be filled by the	e Verifying Officer)
NO D	OCUMENT NAME	REMARKS
	dmission Letter	
2. C	Original and copy of National ID Card/Birth Certificate/Passport	
3. C	Original and Photocopy KCSE/Diploma/Degree Certificates and Result Slip/Transcripts	
4. 2	Passport Size Photographs	
5. Su	bmission of All the Joining Instruction and documents	
6. M	edical Examination Documents	
	ne of Verifying Admissions Officer	2
	Name of Officer	Date
STA	GE III: <u>BIOMETRIC REGISTRATION</u>	
	Name of Officer Sign & Stamp	Date
STA	GE IV: ROOM ALLOCATION (Indicate whether (a) Resident (b) Non-res	sident:)
	Hall and Room No. Allocated	
	Name of Allocating Officer: Sign & Stamp.	Date



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OFFICE OF THE REGISTRAR (ACDRI)

JOINING INSTRUCTIONS FOR NEW STUDENTS

NOTE: Read carefully before completing the New Students Admission forms.

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) <u>STUDENT REGISTRATION CHECKLIST/FORM - NEWLY ADMITTED STUDENTS (CUK/ASR/FORM12)</u>

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/FORM03)

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. You should also submit **ONE PASSPORT SIZE PHOTOGRAPHS** (Coloured) together with the form. Please ensure that you have written your name and registration/Admission number at the back of each photograph.

4) <u>ACCEPTANCE OF OFFER OF ADMISSION/RE-ADMISSION/STUDENTSHIP</u> (CUK/ASR/FORM10)

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/FORM13)

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

6)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 Cooperative University of Kenya. The signed declaration must be submitted during registration.

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7) 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.

8) CONSENT FOR EMERGENCY MEDICAL OPERATION (CUK/ASR/FORM14)

Parents (or guardians) of students are required to sign the consent form for emergency medical attention

9) STUDENT ENTRANCE MEDICAL EXAMINATION FORM (CUK/ASR/FORM15)

- 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 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

10) <u>DEFERMENT FORM (CUK/ASR/FORM09)</u>

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

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

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.

REGISTRAK (AA)

THE CO-DERATIVE UNIVERSITY

CUK is 180,9001: 2015 Certified

Issue Date: July 2017 Revision: 02: 48

P.O. BOX 24814-00502, KAREN

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