UNIVERSITY OF NAIROBI

AUGUST 4, 2020

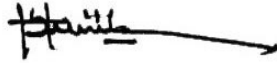**TO ALL IN COMING FIRST YEAR STUDENTS**

RE: IMPORTANT INFORMATION AND REQUIREMENTS FOR ADMISSION AND ORIENTATION

I take this opportunity to congratulate you for having secured a chance to study at The University of Nairobi- A world class university committed to scholar Excellence

This is to inform you as follows:

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1. The Academic Year 2020/2021 will commence on Monday 31 August 2020.

2. Orientation programme, registration, classes and examination will be conducted via online platforms

3. The Orientation/Registration week programme and instructions on how to access your registration documents will be communicated in due course.

4. All students are expected to pay the relevant fees before their admission to the University. Module II students will generate their admission numbers upon payment of fees.

5. Acquire an appropriate digital gadget like a tablet, iPad or computer/laptop which will enable you to start your studies.

6. Ensure to download your admission letter and joining instructions and acquire a University email address. The attached Checklist will assist you to organize all the required documents.

7. KCSE 2019 students who may have not received their Admission Letters/Joining Instructions to immediately email admissions@uonbi.ac.ke with details of their name, programme to which they have been admitted to and KCSE Index Number.

8. Applicants who have received Inter-Institution/University Transfer letters from KUCCPS should scan and email the letter/notification from KUCCPS to reg-academic@uonbi.ac.ke. The University of Nairobi will send all successful applicants their Letters of Admission/Joining Instructions via their email addresses.

9. Use the attached check list to assist you organize the required documents

Please do not hesitate to contact the undersigned for any further clarification.

WEBUYE, H.O.D
ACADEMIC REGISTRAR (AG)

C.c.

Vice Chancellor	All College Principals
Deputy Vice Chancellor (AA)	All Deans/Directors
Deputy Vice Chancellor (FP&D)	All Chairmen of Departments
Deputy Vice Chancellor (SA)	Deputy Registrar, Examinations
Deputy Vice Chancellor (RIE)	
Deputy vice Chancellor (HR&A)	

UNIVERSITY OF NAIROBI

ACADEMIC DIVISION

KCSE 2019 CHECKLIST FOR ADMISSION REGISTRATION REQUIREMENTS - 2020/2021 ACADEMIC YEAR

(To be filled in quadruplicate)

PART I: *TO BE COMPLETED BY THE STUDENT*

NAME   _____   _____
                      (Surname)   (Other Names)

Mobile No_____   Email Address_____

NATIONAL ID/PASSPORT NO._____   KCSE INDEX NO._____

UNIVERSITY REG. NO. _____

DEGREE_____

FACULTY/SCHOOL/INSTITUTE_____

COLLEGE_____

DISABILITY *(if any)* _____

PART II: *FOR OFFICIAL USE ONLY*

The above named student has fulfilled all the admission requirements:

1. Fees: Bankers cheque/receipt for Kshs._____
2. Letter of offer of student Bursary(where applicable)_____
3. Letter of Acceptance-JI/A_____
4. Student Personal Details-JI/2_____
5. Student Medical Examination Report-JI/3_____
6. Emergency Operation Form-JI/4_____
7. Declaration for Admission/Re-Admission/Studentship-JI/5A_____
8. A duly executed Student Bond-JI/5B _____
9. Sponsorship Form(*where applicable*)-JI/6B_____
10. Duly completed Accommodation Application Form-JI/7B_____
11. Duly completed Accommodation Declaration Form -JI/8_____
12. Receipt for accommodation_____
13. Duly signed declaration on Rules and Regulations- JI/13B_____
14. Biometric Registration_____
15. Signed the Nominal Roll_____

        Signed:
        STUDENT   _____DATE_____

        ACADEMIC REGISTRAR   _____ DATE_____

cc: Principal
          Academic Registrar
          Director, Student Welfare Authority
          Student