

LAIKIPIA

P.O. Box 1100-20300,
NYAHURURU,
KENYA



UNIVERSITY

TEL:+254-(0)20-2671779, 20-2671771
raa@laikipia.ac.ke; www.laikipia.ac.ke

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

NOTICE TO ALL KCSE 2016 KUCCPS ADMISSION STUDENTS

PLEASE SET YOUR PRINTER SETTINGS TO PAGE SIZE A4 AND THEN PRINT THESE INSTRUCTIONS TO ENABLE YOU FOLLOW THE STEPS.

1. We expect you to download your Letter of Offer from Laikipia University website www.laikipia.ac.ke by using your KCSE index number. If you have a problem downloading kindly call; 020-2671779/020-2671771/0729-285902 or 0729-281902.
2. Do not make payment(s) due to any SMS request for any University services using any mobile cash transfer service e.g. Safaricom (M-pesa), Airtel money, Mobi-cash or Yu-cash.
3. **The reporting dates for the freshmen from various schools and institutes are as follows:** (As also stated in your letter of offer)
5th September, 2017
 - i. **School of Education**
 - ii. **School of Business****6th September, 2017**
 - i. **School of Science and Applied Technology**
 - ii. **School of Humanities and Development Studies**
4. In preparation for reporting do the following things:
 - i. Make 3 photocopies of each of the following documents: KCSE result slip, KCSE certificate, School leaving certificate, National ID/Birth certificate, Room Allocation email print out to be used during registration.
 - ii. Take at least three passport size photographs
5. Pay fees and charges into either:
 - i. Co-operative Bank of Kenya
A/c Name: Laikipia University
A/c No: **01129501778000**
 - ii) Kenya Commercial Bank
A/c Name: Laikipia University
A/c No: **1101909080**
 - iii) Equity Bank
A/c Name: Laikipia University

Vision: A University for valued transformation of society

Mission: To serve the students and society through research, education, scholarship, training, outreach and consultancy

LAIKIPIA UNIVERSITY IS ISO 9001:2008 CERTIFIED



A/c No: **0160295840456**

6. Prepare to pay all fees and charges as per the fees structure on your letter of offer.
7. Download and begin immediately processing the following forms from our website www.laikipia.ac.ke

1. Letter of acceptance (LU/RAA/F6)
2. Personal Details (LU/RAA/F7)
3. Medical examination (LU/RAA/F8 & LU/RAA/F9)
4. Regulations governing the association conduct and Discipline of the students. Bond of good conduct. (LU/RAA/F20)

8. Visit the HELB website www.helb.co.ke and apply for loans prior to arriving at the University.
9. For those who want to transfer from one programme to another within Laikipia University you are supposed to download an inter-school/inter programme transfer form LU/RAA/F14 using your KCSE registration number.
10. There are limited numbers of University hostels/rooms and you can apply for a bed-space from **7th to 18th August, 2017**. Those who will not get spaces in our hostels can get contacts for directions and charges for alternative accommodation near the University through the following email address privatehostel@laikipia.ac.ke
The external hostels rates range from sh.2,000 to sh.8,000 per month or therefore Sh.8,000 to sh. 32,000per semester.

University bed spaces can be booked and paid for by **strictly following this procedure:**

i. Ensure you settle all the tuition fees and charges as per step 5 (above) before making any application for room allocation. The email should be sent to hostelallocation@laikipia.ac.ke indicating your name, University registration number and gender.

ii. For the successful applicants, expect a written email response from **21st to 25th August, 2017** hostelallocation@laikipia.ac.ke giving you the charges of Shs.4,000 high cost hostel or sh.3,500 low cost hostel as shown on the website photo. You are expected to pay for the room through **Equity Bank A/c No: 0160295840456** as soon as you receive the email reply (for more information call the enquiry number **0705824331**).

YOU THEREFORE HAVE ONLY ONE CHANCE TO GET A BED SPACE. MULTIPLE APPLICATIONS WILL DISQUALIFY YOU AUTOMATICALLY from being allocated a room within the University.

- i. Once you pay to the same bank for the bed space download and print the email reply, attach it to the bank slip for the accommodation for use on the reporting date for claiming your bed space on arrival to the University.
- ii. People with disability and other serious medical problems who **MUST** reside in the University need to write to Halls Officer through the email hostelallocation@laikipia.ac.ke explaining your circumstances or condition. Bring medical evidence and be ready for examination by the University Medical Officer on arrival.
- iii. Laikipia University and its environs can sometimes be cold, therefore come prepared because the University only provides the bed, pillow and the mattress.

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11. Laikipia University is located on the Nakuru – Nyahururu Highway (13km from Nyahururu 67km from Nakuru). You can check on the internet the geographical location of our University to give you good bearings as you plan to come.

12. **Come with all your original documents and photocopies of your certificates and the downloaded forms as indicated on the Letter of Offer. However store in a safe place (even save on the internet in your email) extra photocopies of your documents just in case you lose some while travelling.**



Dr. R. K. Kiugu, Ph.D.
Registrar (Academic Affairs)

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