



**OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)**

**PROGRAMME OF FRESHMEN REGISTRATION ACTIVITIES ON REPORTING AT LAIKIPIA
UNIVERSITY ON 5TH AND 6TH SEPTEMBER 2017**

LOCATION	TASK/RESPONSIBILITY
GATE	Queue and present yourself for security check with Letter Of Offer
RECEPTION DESK	Pick and safeguard your Queue Number (to enforce first-come first-served rule for the hostel room)
	Stash your labeled luggage into a designated safe storage area
	Prior to getting into Vision 2030 Hall:- <ul style="list-style-type: none"> Get your Letter of Offer from the Office of Registrar (AA) IF you did not download. Photocopy original KCSE result slips/Certificate, national ID/Birth Certificate IF you do not have any photocopy with you now.
Vision 2030 Hall	Verification Desk:- <ul style="list-style-type: none"> Pick a student file Pick and fill Registration Form and then present original and photocopies of your National Identity card/Birth certificate KCSE result slip/certificate, School Leaving Certificate, Letter of Offer, Admission Forms (Letter of acceptance, Personal Details)for verification and filing Get clearance signature and stamp to proceed with registration process
	Registration Desk:- <ul style="list-style-type: none"> Present your filled registration form and letter of offer for data entry into the system.
	Medical Department Desk: <ul style="list-style-type: none"> Present your Registration Form and Medical Examination Form and supporting documents for verification and filing Present your Medical Consent Form Get Medical referrals IF necessary for clearance Get clearance signature and stamp to proceed with registration process
	Finance Department Desk: <ul style="list-style-type: none"> Present Registration Form and banking slip(s) for verification and receipt production Get Clearance signature and stamp to proceed with registration process.
	Halls Department: <ul style="list-style-type: none"> Present the printed room allocation email and University receipt for signing Halls Register and issuance of Room Key for those who have secured university hostels. Get clearance signature and stamp to proceed with registration process
	Library Desk: <ul style="list-style-type: none"> Present Registration Form and register for library membership Pick a copy of the Library Rules and regulations Get Clearance signature and stamp to proceed with registration
	Dean of Students Office: <ul style="list-style-type: none"> Present Registration Form and then sign Bond of Good Conduct Get Clearance signature and stamp to proceed with registration
	Nominal Roll Desk: <ul style="list-style-type: none"> Present Registration Form copies of National Identity card/Birth certificate KCSE result slip/certificate, School Leaving Certificate, Letter of Offer & Admission Forms (Letter of acceptance, Personal Details) Sign the Nominal Roll
	Student ID desk <ul style="list-style-type: none"> Take Student ID card photo
END OF PROCESS	

In case you have a problem being cleared at any desk and you need accommodation inside the university you **MUST** book with the Halls Desk.

**TO BECOME A BONA FIDE STUDENT OF LAIKIPIA UNIVERSITY THE STUDENT
MUST SIGN THE NOMINAL ROLL AND SUBMIT THE REGISTRATION FILE.**

Vision: A University for valued transformation of society.

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

INSTRUCTIONS:

PLEASE ARRANGE YOUR FILE IN THIS ORDER:

- 1. COPY OF LETTER OF OFFER**
- 2. STUDENTS PERSONAL DETAILS FORMS(ORIGINAL)**
- 3. COPY OF NATIONAL ID/BIRTH CERTIFICATE**
- 4. COPY OF RESULT SLIP/KCSE CERTIFICATE**
- 5. LEAVING CERTIFICATE**
- 6. REGISTRATION FORM**

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