



OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

PROGRAMME OF FRESHMEN REGISTRATION ACTIVITIES ON REPORTING AT LAIKIPIA UNIVERSITY ON 4TH SEPTEMBER 2018

LOCATION	TASK/RESPONSIBILITY
GATE	Present yourself for security check with Letter of Offer
RECEPTION DESK/GATE	Pick up and safeguard your Service/ Queue Number (to ensure first-come first-served) and proceed to Vision 2030 Hall (Registration Center).
Vision 2030 Hall (Registration Center)	<p>Finance Department Desk 1:</p> <ul style="list-style-type: none"> Present Letter of offer and banking slip(s) for verification of fee payments. You will be allowed to proceed for registration ONLY if you have cleared fees (Finance Stamp at the back of Letter of Offer will be the evidence that you have been cleared)
	<p>Verification Desk 2:-</p> <ul style="list-style-type: none"> Pick up a student file and fill Registration Form(LU/RAA/F10) and arrange your document in the following order: <ol style="list-style-type: none"> Copy of Letter of Offer Student Details Forms(Original) Copy of National ID/Birth Certificate Copy of Result Slip/KCSE Certificate School Leaving Certificate Registration Form Present original documents and the above filled documents for verification. Get clearance signature and stamp to proceed with registration process
	<p>Registration Desk 3:-</p> <ul style="list-style-type: none"> Present your filled registration form and Letter of Offer and National ID/Birth Certificate for data entry into the system. (Your Surname will be captured in Capital letter. Other names in small letters e.g Fredrick Mulinge MUTISYA) Names shall be captured as they appear in the National ID or Birth Certificate.
	<p>Medical Department Desk 4:</p> <ul style="list-style-type: none"> Present your Registration Form , Medical Examination Forms and Medical Consent Form for verification and filing Get clearance signature and stamp to proceed with registration process
	<p>Finance Department Desk 5:</p> <ul style="list-style-type: none"> Present Registration Form and banking slip(s) for verification and receipting Get Clearance signature and stamp to proceed with registration process.
	<p>Halls Department Desk 6:</p> <ul style="list-style-type: none"> Present the printed room allocation email and room receipt for signing Halls Register and receive a Room Key. Get clearance signature and stamp to proceed with registration process
	<p>Dean of Students Office Desk 7:</p> <ul style="list-style-type: none"> Present Registration Form and then sign two(2) copies of Bond of Good Conduct(One copy to remain with the Dean of Students and the other copy to be filed in Students file) Get Clearance signature and stamp to proceed with registration
	<p>Nominal Roll Desk 8:</p> <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 Forms) Sign the Nominal Roll Leave your file at this desk.
	<p>Photo Desk 9:</p> <ul style="list-style-type: none"> Take a Passport Size photo
Hurray!!!!!!!!!! Congratulations!!!!!!	
NB: In case of any problem during the registration process, Kindly contact our customer care desk.	