

LAIKIPIA

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



UNIVERSITY

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

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

NOTICE TO ALL KCSE 2018 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 the Laikipia University website www.laikipia.ac.ke 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 etc
3. **The reporting date for all the First Years will be Tuesday 4th September 2018 at the Main Campus Nyahururu.**
4. In preparation for reporting kindly do the following things:
 - a. Make 3 photocopies of each of the following documents: KCSE result slip/KCSE certificate, School Leaving Certificate, National ID/Birth certificate,
 - b. Take a passport size photograph(3copies)
5. Prepare to pay all fees and charges as per the fees structure on your Letter of Offer through any of the following bank accounts.

Co-operative Bank of Kenya A/c Name : Laikipia University A/c No: 01129501778000	Kenya Commercial Bank A/c Name: Laikipia University A/c No: 1101909080	Equity Bank A/c Name: Laikipia University A/c No: 0160295840456
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NB. NO STUDENT SHALL BE REGISTERED WITHOUT FULL PAYMENT OF FEES FOR THE FIRST SEMESTER.

6. Download and begin immediately processing the following forms from our website www.laikipia.ac.ke
 - I. Letter of acceptance (LU/RAA/F6)
 - II. Personal Details (LU/RAA/F7)
 - III. Medical examination (LU/RAA/F8 & LU/RAA/F9)
 - IV. Regulations Governing the Association, Conduct and Discipline of the Students
 - V. Bond of Good Conduct. (LU/RAA/F20)

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



7. Visit the HELB website www.helb.co.ke and apply for loans prior to arriving at the University (with details provided on the letter of offer). You are also advised to explore other sources of educational financial assistance eg CDF Bursaries, fundraisers

8. The University has sufficient hostel rooms and you can pay for a bed-space from **20th August to 31st August, 2018** through the following email address roombooking@laikipia.ac.ke

9. To book and pay for University bed spaces **strictly following these procedures:**

i.) After settling all fees and charges as per step 5 (above). Scan and send the fees banking slip by attaching it to the email requesting a room. The email should be sent roombooking@laikipia.ac.ke indicating your name, registration number, gender and KCSE Index number high/low cost room preference.

ii.) Expect a written email response from roombooking@laikipia.ac.ke giving you a hostel name, a room number and the charges to be paid which can either be 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

iii.) Once you pay to the bank for a bed space write back to the University using roombooking@laikipia.ac.ke attaching banking slip for the accommodation. Please print the room allocation email giving you a bed space from (ii) above for use on the reporting date in claiming your bed space on arrival to the University.

iv.) People with disability need to write to Halls Officer through the same email roombooking@laikipia.ac.ke explaining your circumstances or condition.

v.) Laikipia University and its environs can sometimes be very cold, therefore come prepared with warm clothing and beddings.

10. Laikipia university is located on the Nakuru – Nyahururu Highway (11km from Nyahururu 67km from Nakuru). You can check on the internet the geographical location or under the contacts tab at www.laikipia.ac.ke

of our University to give you good bearings as you plan to come.

11. **Reminder Come with all your original documents and**

- a. **3 photocopies of your certificates**
- b. **2 copies of downloaded forms including your Letter of Offer.**
- c. **3 passport photographs**
- d. **1 copy of school leaving certificates**

Please store in a safe place (save on the internet in your email for ease in retrieving) extra photocopies of your documents just in case you loose some while travelling

Thanks



Dr. R.Kiugu, PhD.
Registrar (Academic Affairs)

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