



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

REF : LU/ACA/R(AA)/FRESH.REG/069/VOL.11/029
DATE : 3RD NOVEMBER, 2020
TO : ALL 2020/2021 FIRST YEAR STUDENTS
RE : ONLINE REGISTRATION

Laikipia University wishes to inform all 2020/2021 First Year students that the registration, orientation and commencement of learning shall be as per the schedule below:

S/N	ACTIVITY	DATE
1.	REGISTRATION	Starting from 9 th November, 2020
2.	ORIENTATION	16 th to 20 th November, 2020
3.	INTER – PROGRAMME TRANSFERS	23 rd to 27 th November, 2020
4.	ONLINE LEARNING	Starting from 30 th November, 2020

REQUIREMENTS

1. The following documents duly completed (where applicable) to be scanned, zipped and sent to the following email admissions@laikipia.ac.ke before commencing the registration process.
 - i. Personal Details (LU/RAA/F06)
 - ii. Acceptance of Offer (LU/RAA/F07-1)
 - iii. Decline of Offer (LU/RAA/F07-2)
 - iv. Medical Bio-data Examination (LU/RAA/F08)
 - v. Insurance/Medical Consent (LU/RAA/F09)
 - vi. Students’ Bond of Good Conduct (LU/RAA/F20)
 - vii. KCSE Result Slip **OR** KCSE Certificate
 - viii. National Identity Card **OR** Birth Certificate
 - ix. Recent Passport size photograph
 - x. Bank slip for fee payment

NB: (a) Original Documents shall be verified when students report physically on Campus.
 (b) Three (3) copies of the above documents shall be submitted to the Office of the Registrar (Academic Affairs) at the time of verifying the original documents.

2. Payment of **NOT LESS THAN** 60% of requisite fee for the first semester as per the fee structure indicated in the Letter of Offer. The balance must be cleared on or before two weeks to the examinations. The fee should be paid through any of the following bank accounts. Keep the receipt(s) as evidence of payment.

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 OR PARTICIPATE IN LEARNING WITHOUT PAYMENT OF THE REQUIRED FEES

3. Once the above requirements are fulfilled, use the following link <http://firstyears.laikipia.ac.ke/> to begin the registration process. The system will not allow you to complete the registration process if the above requirements are not met. This means that you will not be regarded as a bona fide student of Laikipia University.

Wish you a smooth and successful registration experience



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