



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

**INSTRUCTIONS TO ALL 2020 KCSE KUCCPS PLACED STUDENTS**

1. Download and print 2 copies of your **Letter of offer** from Laikipia University website link [www.laikipia.ac.ke](http://www.laikipia.ac.ke) using your KCSE Index Number. If you experience any problem with downloading, kindly call any of our numbers; 020-2671779, 020-2671771, 0729-285902 or 0729-281902.
  2. **Do not make payment(s) due to any phone call or SMS request** for any University services (hostels, catering) using any mobile cash transfer service such as; M-pesa, Airtel money and Mobi-cash. Any payments to the University **MUST** be paid to any of the bank accounts provided in (4) below.
  3. In preparation for reporting/opening undertake the following things:
    - i. Make 3 photocopies of each of the following documents: **KCSE Result Slip or KCSE Certificate, School leaving Certificate, National ID or Birth Certificate.**
    - ii. Take at least **three passport size photographs.**
    - iii. Scan, zip/compress all your original documents and send to [admissions@laikipia.ac.ke](mailto:admissions@laikipia.ac.ke)
- Note:**  
As you send your scanned documents, please write the subject as your REG. No: e.g. ED/ART/0001/21
4. Prepare to pay all fees and charges as per the fees structure on your **Letter of Offer** through any of the following bank accounts. Keep the receipt(s) and bring as evidence on the day of registration.

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

5. **Download, print and complete in triplicate and capital letters the following forms from our website:** [www.laikipia.ac.ke](http://www.laikipia.ac.ke)
- |                                   |                 |
|-----------------------------------|-----------------|
| a. Personal Details               | (LU/RAA/F06)    |
| b. Acceptance of Offer            | (LU/RAA/F07-1A) |
| c. Deferment of Study             | (LU/RAA/F07-1B) |
| d. Decline of Offer               | (LU/RAA/F07-2)  |
| e. Medical Biodata Examination    | (LU/RAA/F08)    |
| f. Insurance/Medical Consent      | (LU/RAA/F09)    |
| g. Student's Bond of Good Conduct | (LU/RAA/F20)    |
6. Prior to signing this form ensure you have read the Laikipia University Student Handbook (among the downloads)
- NB: Students who submit incomplete/missing form(s) or document(s) shall not be eligible for registration**
7. Visit the HELB website [www.helb.co.ke](http://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 such as various bursaries.
8. Laikipia University is located on the Nakuru – Nyahururu Highway (11km from Nyahururu town and 67km from Nakuru town). Directions to the University can be obtained from the Internet.
9. Booking for the available accommodation in the University halls of residence will begin on **6/9/2021** and end on **30/9/2021**. Booking and enquiries on the same shall be through email address: [roombooking@laikipia.ac.ke](mailto:roombooking@laikipia.ac.ke)
10. **REMINDER: Come with all your original documents and:**
- All forms must be completed in TRIPLICATE and CAPITAL LETTERS**
  - 2 copies of letter of Offer**
  - 3 passport size photographs**
- Please store your documents in a safe place (even save copies on the internet in your email for ease in retrieving) and have extra copies of your documents at home.
11. Please note that the reporting date is on 18<sup>th</sup> October, 2021. On this day you will be expected to report to the University, be assisted in settling down and given further directions.

**Welcome to Laikipia University, where we germinate and nurture the seed of wisdom.**



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

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**Vision :** *A University for Valued Transformation of Society*

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



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified

