



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 Laikipia University website www.laikipia.ac.ke using your KCSE index number. If you have a problem with 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 dates for the freshmen from various schools and different programmes are as follows: (As also stated in your letter of offer)**

Tuesday, 20th August 2019

i. School of Education

1	Bachelor of Education (Arts)
2	Bachelor of Education (Science)
3	Bachelor of Education (Early Childhood Development)
4	Bachelor of Agricultural Education and Extension

ii. School of Humanities and Development Studies

1	Bachelor of Arts (Criminology and Security Studies)
2	Bachelor of Library and Information Science
3	Bachelor of Psychology
4	Bachelor of Science (Community Development)
5	Bachelor of Arts (Kiswahili and Communication)
6	Bachelor of Arts (Communication and Media)
7	Bachelor of Arts (Peace and Conflict Studies)
8	Bachelor of Arts (English and Communication)

Wednesday, 21st August, 2019

i. School of Business

1	Bachelor of Commerce (B.COM)
2	Bachelor of Arts (Economics and Sociology)
3	Bachelor of Science (Economics and Statistics)
4	Bachelor of Science (Agricultural Economics)

ii. School of Science and Applied Technology

1	Bachelor of Science (Biochemistry)
2	Bachelor of Science (Computer Science)
3	Bachelor of Science (Physics, Biology, Chemistry, Mathematics)
4	Bachelor of Science (Information and Communication Technology)
5	Bachelor of Science (Statistics)

4. In preparation for reporting do the following things:
- Make 3 photocopies of each of the following documents: **KCSE result slip, KCSE certificate, School leaving certificate, National ID/Birth certificate**, Room Allocation email print out to be used during registration.
 - Take at least **three passport size photographs**
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**
- Letter of acceptance (LU/RAA/F06)
 - Personal Details (LU/RAA/F07)
 - Medical examination (LU/RAA/F08 & LU/RAA/F09)
 - Regulations Governing the Association, Conduct and Discipline of the students.
 - Bond of good conduct. (LU/RAA/F20)

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 e.g. CDF bursaries, fundraisers.
8. There are limited numbers of University hostel rooms and you can book for a bed-space from **15th – 22nd July, 2019**. Those who will not get spaces in our hostels can get contacts with directions and charges for alternative accommodation near the University through the following email address hostelcontacts@laikipia.ac.ke . The external hostels rates range from sh.2,000 to sh.8,000 per month or therefore Sh.8,000 – sh. 32,000 per semester.
9. University bed spaces can be booked and paid for by **strictly following this procedure**:
 - 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 to 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 either a **regret** or a hostel name, a room number and the charges 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 within two working days (and if more than two days lapses call the enquiry number **0705824331**). **YOU THEREFORE HAVE ONLY ONE CHANCE TO GET A BED SPACE. MULTIPLE APPLICATIONS WILL DISQUALIFY YOU AUTOMATICALLY** from being allocated a room within the University.
 - iii. Once you pay to the same bank for the bed space write back on email to the University using the roombooking@laikipia.ac.ke attaching a scanned 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 and confirm the allocation on the website Halls register.

- iv. People with disability and other serious medical problems who **MUST** reside in the University need to write to Halls Officer through the email roombooking@laikipia.ac.ke explaining your circumstances or condition.
 - v. The room allocation will be confirmed against a confirmatory email and the Register on the Website which will cite only your **Registration number against a hostel room**.
 - vi. Laikipia University and its environs can sometimes be cold, therefore come prepared with warm clothing and beddings.
10. Laikipia university is located on the Nakuru – Nyahururu Highway (13km from Nyahururu and 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 size photographs**
 - d. **1 copy of school leaving certificates**

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 just in case you loose some while travelling.

Welcome to Laikipia University.



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