UNIVERSITY OF NAIROBI

AUGUST 14, 2023

TO ALL IN COMING FIRST YEAR STUDENTS

<u>RE: ADMISSION AND ORIENTATION</u>

Congratulations on your admission to the University of Nairobi. The University of Nairobi is a world class university committed to scholarly excellence. Your orientation programme, registration and classes will be conducted through the blended mode at the University.

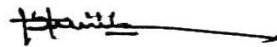Please find the following important information to assist you in preparing to join the University of Nairobi:

1. Ensure to download your admission letter and joining instructions and acquire a University email address. The attached Checklist will assist you to organize all the required documents.

2. The Academic Year 2023/2024 will commence on Monday 25th September 2023 for all First Years

3. The Orientation/Registration week programme and instructions on how to access your registration documents will be communicated to you at your various Faculties. The Orientation week will be from 25th September to 1st October 2023.

4. All students are expected to pay the relevant fees before their admission to the University. Module II students will generate their admission numbers upon payment of fees.

5. Teaching, learning and examinations will be conducted in blended (physical and online) mode.

6. You are therefore advised to make arrangements in line with the "Bring your own Gadget Policy" to acquire an appropriate gadget like a tablet, iPad or computer/laptop which will enable you to start your classes

7. KCSE 2022 students who may have not received their Admission Letters/Joining Instructions, please login as indicated below to access your admission letter and joining instructions:

- Go to smis.uonbi.ac.ke

- Enter Registration number e.g. C3/3333/2023 as username and KCSE index number as password e.g. 123456789112022

8. Applicants who have received Inter-Institution/University Transfer letters from KUCCPS should scan and email the letter/notification from KUCCPS to reg-academic@uonbi.ac.ke. The University of Nairobi will issue all successful applicants with letters of Admission /Joining Instructions.(Checklist attached)

9. You are eligible for a Government Scholarship, Loan and Bursary to assist with your educational expenses.

   If you need Government financial support, you **MUST** make an application for consideration through the official link: https://portal.hef.co.ke/auth/signin

   In case the Government Scholarship, Loan and Bursary do not cover the entire cost of your program, the deficit will be met by your parent/guardian (Checklist attached)

Please do not hesitate to contact the undersigned for any further clarification/assistance.

WEBUYE, H.O.D
ACADEMIC REGISTRAR

C.c.

Vice Chancellor
Deputy Vice-Chancellor (AA)
Deputy Vice-Chancellor (RIE)
Chief Operations Officer
Deans of Faculties
Director ICTC
Director Corporate Affairs
Chairmen of Departments
Deputy Registrar (Admissions)
Faculty Registrars

UNIVERSITY OF NAIROBI

ACADEMIC DIVISION

KCSE 2022 CHECKLIST FOR ADMISSION REGISTRATION REQUIREMENTS - 2023/2024 ACADEMIC YEAR

(To be filled in quadruplicate)

PART I: *TO BE COMPLETED BY THE STUDENT*

NAME_____
            (SURNAME)   (OTHER NAMES)
MOBILE NO_____EMAIL ADDRESS_____
NATIONAL ID/PASSPORT NO._____KCSE INDEX NO._____
UNIVERSITY REG. NO. _____
DEGREE_____
FACULTY_____
DISABILITY *(if any)* _____

PART II: *FOR OFFICIAL USE ONLY*

The above named student has fulfilled all the admission requirements:

1. Fees: Bankers cheque/receipt for Kshs._____
2. Letter of offer of student Bursary(where applicable)_____
3. Letter of Acceptance-JI/A_____
4. Student Personal Details-JI/2_____
5. Student Medical Examination Report-JI/3_____
6. Emergency Operation Form-JI/4_____
7. Declaration for Admission/Re-Admission/Studentship-JI/5A_____
8. A duly executed Student Bond-JI/5B _____
9. Sponsorship Form(*where applicable*)-JI/6B_____
10. Duly completed Accommodation Application Form-JI/7B_____
11. Duly completed Accommodation Declaration Form -JI/8_____
12. Receipt for accommodation_____
13. Duly signed declaration on Rules and Regulations- JI/13B_____
14. Biometric Registration_____
15. Signed the Nominal Roll_____

        Signed:
         STUDENT_____DATE_____

         ACADEMIC REGISTRAR_____DATE_____

cc: Deans of Faculties
        Halls Manager

CHECKLIST FOR APPLICATION FOR SCHOLARSHIP AND LOAN

for your University and TVET Education

MINISTRY OF EDUCATION

- A valid email address.

- Valid telephone number (must be registered in your name to apply for a loan).

- KCPE and KCSE index numbers and year of examination.

- Passport size photo.

- Copy of your National ID for loan application (students without a national ID can apply for Government scholarship).

- College/University admission letter.

- Your birth certificate.

- Your parent/guardian registered telephone number.

- Your parent/guardian national ID number.

- Death certificate if any of your parent is deceased.

- Two guarantors' ID numbers and registered telephone numbers (for loan application).

- Copy of the sponsorship letter if you were sponsored in secondary school.

Application Portal
www.hef.co.ke
Applications are FREE

NEW FUNDING MODEL
Applies to KCSE 2022 candidates ONLY