



**SOUTH EASTERN KENYA UNIVERSITY**

**Information to New Students  
and  
The Joining Instructions**

## JOINING INSTRUCTIONS

### 1. LETTER OF ACCEPTANCE (JI/1(A))

Form **JI/1A** to be completed and returned during registration.

### 2. NON-ACCEPTANCE OF OFFER (JI/1(B))

If you do not accept the offer of admission you must complete **FORM JI/1 (B)** and return it to the Admissions Office immediately.

### 3. STUDENTS PERSONAL DETAILS

You are required to complete **Form JI/2** and attach **Two Passport Size Photographs (Color)**.

Please write your Registration Number as it appears in the Admission Letter at the back of each Passport Size Photograph.

### 4. MEDICAL EXAMINATIONS (JI/3)

- i) Admission to the University is conditional upon receipt of a satisfactory medical report. Students must therefore undergo a medical examination by a registered medical practitioner before coming to the University. FORM JI/3 is attached for this purpose to be completed by the examining doctor and the same should be submitted on the date of registration.
- ii) Medical attention at the University - The University Clinic is open to all students but they are advised to be prepared to meet expenses of any medical attention not provided for by the University.
- iii) Dental and Optical Treatment - The University does not provide dental or optical treatment. Students have to make their own arrangements and meet expenses for such treatment.

### 5. MEDICAL CONSENT FOR MINORS (JI/4)

Parents (or guardians of students who are under 21 years of age are required to sign **FORM JI/4**

### 6. DECLARATION FOR ADMISSION / RE - ADMISSION /STUDENTSHIP (JI/5)

- i) All candidates accepting an offer of admission must undertake to complete the course they have been admitted to. Students should therefore read carefully and sign **FORM JI/5**.
- ii) **BOND** - Attached to **FORM JI/5** is a **BOND** governing undergraduate admission, re-admission and studentship. Students are expected to familiarize themselves with the conditions spelt out in the **BOND** and to have it executed as required. The executed **BOND** must be returned to the University on the registration day.

### 7. FEES, LOANS AND BURSARIES (JI/6(A))

Students are advised to familiarize themselves with information provided in **FORM JI/6(A)** regarding fees, loans and bursaries, and to take necessary action regarding each of these items well before reporting to the University.

### 8. SPONSORSHIP FORM (JI/6(B))

All students who will be sponsored by their guardian and any other sponsor other than

the Kenya Government should have **FORM JI/6 (B)** signed by the sponsor as soon as they receive their admission letter.

#### **9. RULES AND REGULATIONS GOVERNING THE ORGANISATION, CONDUCT AND DISCIPLINE OF STUDENTS**

All students are expected to read and understand the Rules Governing the Organization, Conduct and Discipline of Students and are expected to adhere at all times to the parameters of discipline and conduct as per the attached documents.

#### **10. STUDENTS CONDUCT DECLARATION (JI/7)**

Every student must sign declaration **FORM JI/7** signifying that they have read and understood the content and meaning of the Rules and Regulations Governing the Conduct and Discipline of Students. The signed declaration must be submitted during registration.

#### **11. ACCOMODATION APPLICATION (JI/8)**

All students must complete and return University Accommodation **Form JI/8**. They must pay particular attention to **Section A** of the Accommodation Application form. Those who do not wish to be accommodated in the Halls of Residence must complete **Section B** of the form and hand it in during registration.

#### **12. ACCOMMODATION DECLARATION (JI/9)**

Students who apply for accommodation must also complete and submit the Accommodation Declaration **Form JI/9**

#### **13. IMPORTANT INFORMATION ON UNIVERSITY PROCEDURES AND PROCESSES (JI/10)**

All students are expected to read and understand the procedures and processes of inter-School transfers, withdrawal, deferment and re-admissions outlined in **FORM JI/10**

**SOUTH EASTERN KENYA UNIVERSITY**  
**LETTER OF ACCEPTANCE BY THE CANDIDATE**

**SECTION A: (to be completed by those ACCEPTING the offer)**

Dear Sir,

Candidate's Name \_\_\_\_\_  
(Surname)

\_\_\_\_\_  
(Other names)

K.C.S.E. Index No. \_\_\_\_\_ Year \_\_\_\_\_

With reference to your letter offering me a place in the School of

\_\_\_\_\_  
For a course leading to the Degree of \_\_\_\_\_

This is to confirm that

**I DO ACCEPT** the offer and **I PROMISE TO ABIDE** by the Rules and Regulations governing the Organization, Conduct and Discipline of the Students of the South Eastern Kenya University, as spelt out in **DOCUMENT JII/13A** which is prepared in accordance with the South Eastern Kenya University Legal Notice No.102 of 15<sup>th</sup> July 2008. I also undertake to obey the instructions of the University Authorities at every level of administration.

I require/do not require Government Loan (Delete one which is not applicable)

**FULL NAME:** \_\_\_\_\_

**I.D. NO.:** \_\_\_\_\_

**SCHOOL/DEGREE COURSE ADMITTED:** \_\_\_\_\_

**UNIVERSITY REGISTRATION NO.:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SECTION B: (to be completed by those NOT ACCEPTING the offer)**

Dear Sir,

Candidate's Name: \_\_\_\_\_  
(Surname) (Other Names)

University Reg. No. \_\_\_\_\_

K.C.S.E. Index No. \_\_\_\_\_

With reference to your letter offering me a place in the School of \_\_\_\_\_

For a course leading to the Degree \_\_\_\_\_

This is to confirm that **I WILL NOT ACCEPT** the offer, because of the following reasons:-

**(Mark X** against that which is applicable)

1	Family Problems	
2	Ill Health	
3	I have been offered an Overseas Scholarship	
4	I have taken on employment	
5	I have joined the Module II Programs	
6	Any other reasons ..... ..... ..... ..... .....	

Yours faithfully, \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

STUDENT'S PERSONAL DETAILS

2 Colored Passport Size Photographs

Information provided in this form is intended to help the Office of the Registrar understand the student welfare better. It will be used for purposes of improving the student's welfare while at the University.

(To be completed in CAPITAL LETTERS)

1. Full Name: (Surname first) \_\_\_\_\_

2. Gender: Male/Female \_\_\_\_\_

3. National Identification Number (ID No.) \_\_\_\_\_

K.C.S.E. Index No. \_\_\_\_\_ YEAR \_\_\_\_\_

4. Disability if any (Specify Nature of the Disability) \_\_\_\_\_

5. University Registration Number \_\_\_\_\_

6. Date of birth \_\_\_\_\_

7. Religion \_\_\_\_\_

8. Nationality \_\_\_\_\_

9. Contact address \_\_\_\_\_

Cell Phone No. \_\_\_\_\_ Email address \_\_\_\_\_

10. a) Marital status \_\_\_\_\_

b) Name and address of spouse (if married) \_\_\_\_\_

11. Full name of father/guardian \_\_\_\_\_

12. Full name of mother \_\_\_\_\_

13. a) Occupation of father/guardian \_\_\_\_\_

b) Occupation of mother \_\_\_\_\_

14. Name/s of brothers and sister/s and addresses \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

15. County of birth \_\_\_\_\_ Sub-County \_\_\_\_\_

Location/Street \_\_\_\_\_ Name of Chief \_\_\_\_\_

Division \_\_\_\_\_ District \_\_\_\_\_



16. Place of Permanent Residence: Village/Estate: \_\_\_\_\_

17. County of Residence \_\_\_\_\_  
(i.e. County at which your loan/allowances will be processed and paid)

18. Give names and addresses of two persons who can be contacted in case of emergency

NAME	RELATIONSHIP	ADDRESS & TELNO
i) _____	_____	_____
ii) _____	_____	_____

19. Name and address of secondary school attended \_\_\_\_\_  
Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

20. K.C.S.E. results - (Subjects and grades)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. Any other institutions attended and qualifications attained \_\_\_\_\_  
\_\_\_\_\_

22. Games/Sports: Which games are you interested in? \_\_\_\_\_  
\_\_\_\_\_

23. If you represented your school, etc. in games please give details. \_\_\_\_\_  
\_\_\_\_\_

24. Clubs, Societies and Hobbies: Which clubs, societies and hobbies are you interested in?  
Please give details of your participation. \_\_\_\_\_  
\_\_\_\_\_

25. Do you suffer from any impairment? If so give details. \_\_\_\_\_  
\_\_\_\_\_

26. Please give any information you think is useful for you to communicate to the University.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the information I have provided is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_





**SOUTH EASTERN KENYA UNIVERSITY  
STUDENT ENTRANCE MEDICAL EXAMINATION**

2 Colored Passport  
Size Photographs

**NAME:** \_\_\_\_\_

**REGISTRATION NUMBER:** \_\_\_\_\_

**PROGRAMME:** \_\_\_\_\_

**IMPORTANT:**

It is a University requirement that all students joining the University **MUST** complete **Part I** of this form. Thereafter he/she must complete **Part II** with assistant of a qualified and registered medical doctor. **Part III** will be filled by examining doctor who will thereafter print on the form his full name and medical Practitioners and Dentist Board Registration Number.

The completed form **MUST** be submitted to the office of the Senior Medical Officer, South Eastern Kenya University, P.O. Box 170- 90200, Kitui on or before the time of registration for further appropriate action.

Any student seeking medical treatment at the University clinic **MUST** identify himself/herself using Students' Identity Card.

The students are eligible for outpatient services at the University Clinic only. Those requiring hospitalization for further specialized care, are referred to Kitui Level 5 Hospital.

Please note that the medical services are provided only when the students are on session. Privately sourced medical services outside the University Clinic will not be honored or paid for by the University.

For full information regarding the Students' Medical Scheme, please check on the Student Information Handbook

**PART 1:**

Surname: \_\_\_\_\_ Other Names: \_\_\_\_\_

Sex: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth \_\_\_\_\_

Nationality: \_\_\_\_\_ Marital Status: \_\_\_\_\_ No. of Children: \_\_\_\_\_

Name of Parent/Guardian/Next of Kin: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone No (Home): \_\_\_\_\_ Office: \_\_\_\_\_

**PART II:** (To be completed by the student with the doctor's help)

Have you ever been admitted into hospital? \_\_\_\_\_

If so, when and for what illness \_\_\_\_\_

Have you ever suffered from any of the following? \_\_\_\_\_

Allergy	Yes/No	Infectious Mononucleosis	Yes/No
Anemia	Yes/No	Asthma	Yes/No
Back pains	Yes/No	Bilharzia	Yes/No
Bladder Problems	Yes/No	Chest Infections	Yes/No
Diabetes Mellitus	Yes/No	Epilepsy	Yes/No
Jaudice/Hepatitis	Yes/No	Peptic Ulcer	Yes/No



Mental illness	Yes/No	Poliomyelitis	Yes/No
Severe headaches	Yes/No	Surgery	Yes/No
Thyroid disease	Yes/No	Tuberculosis	Yes/No
Eye problem	Yes/No	Speech problem	Yes/No
Heart disease	Yes/No	Hearing problem	Yes/No
High blood pressure	Yes/No	Sexually transmitted disease	Yes/No
Blood transfusion	Yes/No	Irregular menstrual periods	Yes/No
HIV/AIDS infection	Yes/No	Are you on any treatment now?	Yes/No

If the answer to any of the above is YES, please give details \_\_\_\_\_

Who's your doctor? \_\_\_\_\_

Any other medical cover? \_\_\_\_\_

**FAMILY MEDICAL HISTORY:**

Has any member of your family suffered from any of the following?

Diabetes mellitus	Yes/No	Heart disease	Yes/No
Bronchial asthma	Yes/No	High blood pressure	Yes/No
Mental illness	Yes/No	Sickle cell disease	Yes/No
Tuberculosis	Yes/No		

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**AUTHORIZATION STATEMENT**

I hereby authorize any doctor, hospital, clinic or medical provider, any insurance company or any company, institution any other person who has any record or information about me and/or any of my family members to provide University with complete information including copies of their records with reference to my sickness or accident, any treatment, examination, advice or hospitalization. Any photocopy of this authorization shall be taken as the original copy.

**PART III:** (To be completed by the Examining Doctor) \_\_\_\_\_

Immunization \_\_\_\_\_ (*Attach copy of immunization record*).

Height \_\_\_\_\_ Weight \_\_\_\_\_ Any deformity \_\_\_\_\_

Visual Acuity \_\_\_\_\_ LE 6 \_\_\_\_\_ RE 6 \_\_\_\_\_

Hearing \_\_\_\_\_ Nose \_\_\_\_\_ Throat \_\_\_\_\_

Lymphatic glands \_\_\_\_\_

**CARDIOVASCULAR SYSTEM:**

Pulse \_\_\_\_\_ /minute Regular/irregular \_\_\_\_\_  
Heart sounds \_\_\_\_\_ Blood pressure \_\_\_\_\_

**RESPIRATORY SYSTEM:**

Clinical findings \_\_\_\_\_ Respiratory rate \_\_\_\_\_  
Percussion \_\_\_\_\_ Auscultation \_\_\_\_\_  
CXR, X-Ray and report should be submitted together with the form.



**ALIMENTARY SYSTEM:**

Teeth \_\_\_\_\_ Tongue \_\_\_\_\_ Abdomen \_\_\_\_\_

**GENITO-URINARY SYSTEM:**

Urethral discharge \_\_\_\_\_ L.M.P \_\_\_\_\_ Uterus \_\_\_\_\_

Urine \_\_\_\_\_ S.G \_\_\_\_\_ Albumin \_\_\_\_\_ .Sugar \_\_\_\_\_

Deposit \_\_\_\_\_

HIV test \_\_\_\_\_

**COMMENTS BY THE EXAMINING DOCTOR:**

\_\_\_\_\_  
\_\_\_\_\_

DOCTOR'S NAME (Printed) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

MEDICAL PRACTITIONERS & DENTISTS BOARD REG. NO. \_\_\_\_\_

DATE \_\_\_\_\_ Official Stamp \_\_\_\_\_

**PART IV:**

**COMMENTS BY THE UNIVERSITY SENIOR MEDICAL OFFICER:**

Special remarks \_\_\_\_\_

Does the student require any special medical needs? \_\_\_\_\_

\_\_\_\_\_

**SENIOR MEDICAL OFFICER**

**UNIVERSITY CLINIC** \_\_\_\_\_ **DATE** \_\_\_\_\_

## SOUTH EASTERN KENYA UNIVERSITY

## EMERGENCY OPERATIONS

**This applies to students who are minors (i.e. under 21 years of age)**

Name of Student \_\_\_\_\_

Date of Birth \_\_\_\_\_

Course Admitted to \_\_\_\_\_

Registration No. \_\_\_\_\_

Approval of your parents (or guardian) is required for the Vice Chancellor of the South Eastern Kenya University to give consent on their behalf, for any emergency operation to be carried out on you should a situation calling for such an operation arise. Parents (or guardians) are therefore required to complete the consent from below if you are less than 21 years of age.

### FORM OF CONSENT

I agree that the Vice Chancellor of the South Eastern Kenya University may give consent for any emergency operation being performed on \_\_\_\_\_ (insert name), if it has not proved possible to contact me in time.

**Name** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Relationship** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Date** \_\_\_\_\_

**SOUTH EASTERN KENYA UNIVERSITY**

**DECLARATION FOR ADMISSION/RE-ADMISSION/STUDENTSHIP**

**(To be completed in BLOCK LETTERS)**

I, \_\_\_\_\_ of National Identity Card No. \_\_\_\_\_  
\_\_\_\_\_ and student Registration No. \_\_\_\_\_

having been notified of my admission/re-admission to the South Eastern Kenya University,  
School/Degree Course \_\_\_\_\_

Do hereby bind myself solemnly and undertake to comply with the following conditions.

1. That throughout my academic pursuit and stay in the University, I will as any other citizen of the country conduct myself in accordance with the provisions of the Laws of Kenya.
2. That I will diligently apply myself to my prescribed course of study within the University in accordance with the relevant statutes rules, syllabi and practices of the University.
3. That I undertake to attend all scheduled lectures, tutorials, seminars and practicals and all other instructional activities that will be required of me by University Authorities during my academic pursuit in the University.
4. That I acknowledge and duly submit myself to the disciplinary authorities of the University as defined in the Rules and Regulations Governing the Organization and Conduct of students of the University. In particular:-
  - a) Bind myself to refrain from engaging in any unlawful activities that may be deemed to be prejudicial to the interest of the University and other students and in particular I will abstain from inciting, obstructing or in any manner stopping any other students from attending lectures or obstructing a member of the University from giving lectures or such other instructions;
  - b) Undertake not to convene or join any unauthorized and/or unlawful demonstrations, processions, gathering and activities or in any way to be a party to any activities deemed prejudicial to the good order and running of the University;
  - c) Undertake at all times to conduct myself in such manner as to uphold the dignity of the University and not to permit anyone to influence me to commit any breach of rules, regulations or practices of the University;
  - d) Undertake to conduct myself at all times, within and outside the precincts of the University, in a responsible and socially acceptable manner which upholds the dignity of and public confidence in the University
5. That I bind myself by this instrument fully conscious that should I be found in breach of any of the above conditions, or should I in any way conduct myself in a manner prejudicial to the University, other students, members of the University or members of the public, I shall be expelled from the University; and
6. That I unconditionally execute the relevant bond required of me by the University as a condition of admission/re-admission/studentship.

**DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_**

**SIGNED**

\_\_\_\_\_  
**Witness to the above signature \_\_\_\_\_**

**Parent/Guardian**

**Dean of the School \_\_\_\_\_**

## SOUTH EASTERN KENYA UNIVERSITY

### BOND

#### GOVERNING UNDERGRADUATE ADMISSION, RE-ADMISSION AND STUDENTSHIP

1. **THIS BOND** is made by the South Eastern Kenya University Council and Senate (hereinafter referred to as 'The University' and forms part of the **(binding terms and conditions)** upon which anyone may be admitted, re-admitted into, or permitted to remain in undergraduate studentship in the University.
2. **THIS BOND** shall be considered ready for execution as from \_\_\_\_\_ and once executed shall remain in force in its present form for all undergraduates governing their admission, re-admission and studentship throughout their tenure of studentship, subject to such special decision as the enacting Authority may at its sole discretion take in relation to particular cases, until such time as the University may vary the bonds content, in such manner as the enacting Authority may deem fit.
3. **THIS BOND** shall bind jointly and severally, all persons being admitted or re-admitted into, or allowed to remain in studentship in the University, and their parent/guardian and the enacting Authority and an appropriate undertaking in the form prescribed in **THIS BOND** shall be made by **both** the person admitted or readmitted into or allowed to remain in studentship in the University, and the parent/guardian of the person in the presence of a Judge, a Magistrate or an Advocate.
4. **THIS BOND** shall bind the Parent/Guardian of any student being admitted or re-admitted into, or allowed to remain in studentship in the University to pay to the Student Finance Office, at the beginning of each academic year, or at such other time as the University Senate may prescribe and communicate to the persons in question, the appropriate fees applicable as per the fees structure and as determined by the University from time to time.
5. By **THIS BOND** the Parent/Guardian undertakes to pay the required fee, and the applicant undertakes to secure this undertaking and to ensure the fee is dully paid and delivered on time as required in the terms of Paragraph 4 hereof.

THIS BOND IS EXECUTED at \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

(I). SIGNATURE OF  
PARENT/GUARDIAN )

\_\_\_\_\_

BEFORE ME

\_\_\_\_\_  
Judge, Magistrate or Advocate)  
(Signature and Stamp)

(II). NAME IN FULL  
SIGNATURE OF STUDENT  
OR APPLICANT

\_\_\_\_\_

\_\_\_\_\_

(III). SCHOOL/DEGREE COURSE

\_\_\_\_\_

\_\_\_\_\_

(IV). UNIVERSITY  
REGISTRATION NO.

\_\_\_\_\_

\_\_\_\_\_  
Judge, Magistrate or Advocate)  
(Signature and Stamp)

(V). BEFORE ME

REGISTRAR (ASA)  
(On behalf of the University)



## SOUTH EASTERN KENYA UNIVERSITY

### FEES STRUCTURE: GOVERNMENT SPONSORED STUDENTS PROGRAMME

#### (a) (GSSP) NEW STUDENTS

Please see table (b) for Bachelor of Science in Nursing

ITEM DESCRIPTION	SEMESTER I (Kshs.)	SEMESTER II (Kshs.)	TOTAL (Kshs.)
Tuition Fee	8,000.00	8,000.00	16,000.00
<b>Statutory Fees</b>			
Registration Fee	500.00	500.00	1,000.00
Library Fees	1,000.00	1,000.00	2,000.00
Medical Fee	1,000.00	1,000.00	2,000.00
Examination Fee	1,500.00	1,500.00	3,000.00
Computer Laboratory Fee	1,500.00	1,500.00	3,000.00
Admission Fee	1,500.00 Once	-	1,500.00
Quality Assurance Fee	1,000.00 Once	-	1,000.00
Caution Money	2,000.00 Once	-	2,000.00
Student Union Fees.			500.00
▪ Registration			
▪ Subscription	500.00 Once		
	100.00	100.00	200.00
Activity Fee	500.00	500.00	1,000.00
<b>TOTAL</b>	<b>19,100.00</b>	<b>14,100.00</b>	<b>33,200.00</b>



**(b) GSSP NEW STUDENTS - BACHELOR OF SCIENCE IN NURSING**

<b>ITEM DESCRIPTION</b>	<b>YEAR 1 SEMESTER I (Ksh)</b>	<b>YEAR 1 SEMESTER 2 (Ksh)</b>	<b>YEAR 1 SEMESTER 3 (Ksh)</b>	<b>TOTAL PER ANNUM (Ksh)</b>
<b>Tuition Fee</b>	8,000.00	8,000.00	8,000.00	24,000.00
<b>Statutory Fees</b>				
Registration Fee	500.00	500.00	500.00	1,500.00
Admission Fee	1,500.00 Once			1,500.00
Quality Assurance Fee	1,000.00 Once			1,000.00
Caution Money	2,000.00 Once			2,000.00
Library Fee	1,000.00	1,000.00	1,000.00	3,000.00
Medical Fee	1,000.00	1,000.00	1,000.00	3,000.00
Examination Fee	1,500.00	1,500.00	1,500.00	4,500.00
Computer Laboratory Fee	1,500.00	1,500.00	1,500.00	4,500.00
Student Union Fees.				
▪ Registration Fee	500.00 Once			
▪ Subscription Fee	100.00	100.00	100.00	800.00
Activity Fee	500.00	500.00	500.00	1,500.00
Clinical Placement Fee	-	-	12375.00	12375.00
<b>TOTAL</b>	<b>19,100.00</b>	<b>14,100.00</b>	<b>26,475.00</b>	<b>59,675.00</b>

Accommodation fee is **ONLY** applicable to students at the **Main Campus** who reside within the University's hostels.

Accommodation Fee	<b>Ksh 3,900.00</b> Per Semester (Optional)
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**NOTE:**

- The University will **ONLY** provide a Bed and Mattress
- Science- based students are required to bring **TWO** white laboratory coats
- Students should pay the required fees at any of the under listed University's bank accounts and bring the bank deposit slips with them when they report for registration.
- The Student's full Names and Registration Number should be presented to the bank when depositing fees.
- Do not deposit **cheques** or **money orders** into these accounts.
- All **cheques** and **money orders** are payable to the **South Eastern Kenya University**.
- Personal cheques are not accepted.

## 1. THE UNDERGRADUATE STUDENT LOAN/BURSARY SCHEME

Kenyan citizen students are eligible and may apply for an education loan under the restructured Undergraduate Loan/Bursary Scheme for Public Universities. Students wishing to apply for the loan/bursary are required to process their loan/bursary application forms obtainable from the **Higher Education Loans Board, Anniversary Towers, University Way, P.O. Box 69489, Nairobi.**

## 2. UNIVERSITY ACCOUNT NUMBER(S) FOR FEES PAYMENT

ACCOUNT NAME	BANK	BRANCH	ACCOUNT NUMBER
South Eastern Kenya University	National Bank of Kenya	SEKU	0102152862000
South Eastern Kenya University	Equity Bank Ltd.	Kitui	0720295920757
South Eastern Kenya University	Barclays Bank of Kenya	Kitui	2021558152
South Eastern Kenya University	Co-operative Bank	Kitui	01129300544600
South Eastern Kenya University	Kenya Commercial Bank	Kitui	1127693166

### FEES PAYMENT USING M-PESA

1. Go to M-PESA menu and choose Lipa na **M-PESA** option
2. Select Pay Bill option
3. Key in the SEKU M-PESA business number - **339228**
4. Key in your **Student Registration Number** as your account number
5. Key in the amount you wish to pay
6. Key in your **M-PESA PIN**
7. Check again to ensure you have input the correct information and send
8. Wait for **M-PESA SMS** confirmation

**SOUTH EASTERN KENYA UNIVERSITY**

**TO BE COMPLETED BY THE SPONSORING AUTHORITY**

**Name of candidate** \_\_\_\_\_

**Course Admitted to** \_\_\_\_\_

**Registration Number** \_\_\_\_\_

We are prepared to sponsor the above named candidate for the course of study leading to the degree of Bachelor of (insert course for which the candidate has been admitted)

\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**DATE** \_\_\_\_\_

- NB:**
1. All privately sponsored candidates are requested to get this form signed by their Sponsors as soon as they receive their offers. Students in this category should make arrangements to pay fees due in advance prior to the registration day.
  
  2. Kenyan students applying for Loan from Higher Education Loans Board do not need to complete this form.



**SOUTH EASTERN KENYA UNIVERSITY**

**REGULATIONS GOVERNING THE ORGANIZATION CONDUCT AND DISCIPLINE OF STUDENTS AT THE UNIVERSITY**

**DECLARATION**

I, \_\_\_\_\_ ID.No. \_\_\_\_\_  
declare that I have read the regulations governing the Organization, Conduct and Discipline of Students at the South Eastern Kenya University, and understood their content and meaning, and undertake to abide by them.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SCHOOL ADMITTED TO & DEGREE COURSE** \_\_\_\_\_

**KCSE INDEX NO.** \_\_\_\_\_ **YEAR** \_\_\_\_\_

**UNIVERSITY REGISTRATION NO.** \_\_\_\_\_

**THIS DECLARATION IS EXCECUTED AT** \_\_\_\_\_ **THIS** \_\_\_\_\_

**DAY OF** \_\_\_\_\_

**BEFORE ME:**

.....  
**(JUDGE, MAGISTRATE OR COMMISSIONER FOR OATHS)**  
**SIGNATURE & STAMP**

.....  
**REGISTRAR (ASA)**  
**(On behalf of the University)**



## SOUTH EASTERN KENYA UNIVERSITY

### UNIVERSITY ACCOMMODATION APPLICATION FORM

#### SECTION A

##### TO BE FILLED BY THOSE WHO NEED ACCOMMODATION

This application does NOTE guarantee the applicant a room in the University halls of residence

Applicants who contravene the regulations governing the organization, conduct and discipline of students will face disciplinary action, which may even lead to expulsion from the University  
This form MUST be returned whether filled or not together with other admission documents

Name.....

Gender..... Date of Birth.....

Nationality.....

Place of Birth;..... Sub-County..... County .....

**ID.NO**..... **Passport No**.....  
(Please attach photocopies of relevant  
pages)

Student Reg.No  
.....

Place of residence of Parents;

County..... Sub-County..... Town/Village/Estate.....

Name of Chief .....

School where registered.....

Year of study..... i.e. 1<sup>st</sup>,2<sup>nd</sup>,3<sup>rd</sup>,4<sup>th</sup>

Do you have any special need(s)? YES/NO.....

If yes, state the nature and level of special need(s).....  
(To be confirmed and signed by a qualified health practitioner from a Government Hospital)

Mailing Address.....

Signature of Applicant..... Date.....

**SECTION B**

**TO BE FILLED BY THOSE WHO DO NOT REQUIRE ACCOMODATION**

I will not need to be accommodated in the university Hall of Residence while perusing the course I have been admitted to because I have alternative accommodation at;

.....Area/Estate in ..... Town.....  
Sub-County..... County.

Signature of student.....Date.....

**SECTION C**

**PARENT/GUARDIANS**

Name of parent /Guardian .....

If Guardian-nature of relationship.....

Address.....

Profession, .....

Signature of Parent/Guardian.....Date.....



**SOUTH EASTERN KENYA UNIVERSITY  
ACCOMMODATION DECLARATION**

**WHERE AS I**,....., holder of National Identity card/passport Number.....and of Post office Box Number.....Code..... in the republic of Kenya has been admitted to South Eastern Kenya University for Undergraduate studies, AND WHERE AS I fully recognize that the said University is under no obligation but will endeavor to secure accommodation for me in its Halls of Residence during my period of study at the said University, **NOW I**.....**HEREBY SOLEMNLY DECLARE** as follows:-

1. That **I SHALL NOT** demand accommodation in the University Halls of Residence,
2. That in the event University being able to secure me accommodation, I shall be free to reject or, without any pre-condition ,accept such accommodation as it may be secure for me, which freedom will be exercised in cognizance of the stipulation in (3) and (4) below,
3. That having rejected the university accommodation, I shall find my own alternative accommodation at my expense,
4. That, having accepted the University accommodation, I shall be bound to utilize such accommodation as the University may from time to time direct; I understand further that my conduct in the utilization of such accommodation shall henceforth be bound by the Rules and Regulations governing the conduct of students of South Eastern Kenya University
5. That I understand and accept that the University accommodation referred to in this declaration may consist of shared facilities including double-decker beds,
6. That this declaration has been endorsed by many Parent/Guardian, who has appended his/her signature here below:

**PARENT/GUARDIAN; Name**.....

**Signature**.....**Date**.....

**DECLARED this**.....**Day of** .....**20**.....

**Signature**.....

**Witnessed by**.....

**In presence of the Dean of the School of**.....



## IMPORTANT INFORMATION ON UNIVERSITY PROCEDURES AND PROCESSES

### ***Deferment of admission***

An applicant who for any reason is unable to take up the offer of admission will be required to inform the Registrar (ASA) by either filling in Form JI/1B of the Joining Instructions or writing directly to the Registrar (ASA). This information should reach the Registrar (ASA) at least one week prior to the date of registration. An applicant will be required to apply to defer admission on an annual basis but after the second year the offer of admission will lapse and the applicant will be required to re-apply afresh for admission. It is important that an applicant who defers admission ensures that he or she receives an official letter of deferment of admission from the Registrar (ASA). An applicant who fails to inform the Registrar (ASA) of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered from the course admitted to.

### ***STUDENT SMART CARD***

After the registration formalities, every student is issued with a Smart Card bearing his/her picture, name, registration number, the school, the course and the duration. The Smart card allows easy identification of students and enables them to access various University services (e.g. the library, the student health clinic, the halls of residence, etc). Every student must ensure that they have their smart card at all times and that the card has the correct information and is valid for the duration the student is in the University.

### ***PROCEDURE OF REPLACING LOST SMARTCARD***

A student who loses his/her Smart card will be required to report the loss to a police station and acquire an abstract. With a copy of the police abstract, they will also be required to report the loss to the office of the Registrar (Academic & Student Affairs) from where data will be sent to the National Bank of Kenya for ordering a replacement.

Replacement charges payable by the student will be as determined by the National Bank of Kenya.

### ***Temporary withdrawal***

If for any reason a student who is already registered for a particular course has to leave the course for a particular period, the student will be required to apply to the Registrar (ASA) for temporary withdrawal. All applications for temporary withdrawal must be endorsed by the Dean

of the respective School/Institute and must state the reasons for and the duration of such withdrawal. Any student who withdraws from a course without seeking appropriate authority will be deemed to have absconded from the course and will therefore be de-registered from the course.



### ***Inter/Intra-School Transfers***

Inter/Intra-School transfers are processed within the first three weeks of the semester.

Students should note that transfers are only offered on two conditions if;

1. There is a vacant place in the intended destination School or Institute.
2. The student meets the requisite admission criteria for the particular course.

In addition, merit is used as criteria for transfer and that all applicants to a particular course will be ranked and allocated the vacant position on merit. Students who will have succeeded in their application for transfer will receive an official letter of transfer from the Registrar (ASA) and will be expected to report and register in their new courses latest by the fourth week of the semester. It is important for students to note that all Inter/Intra-School transfers are subject to approval by the Deans Committee and that once the transfers have been approved the exercise is closed and no late applications or appeals are considered.

### ***Absence due to illness***

A student who misses any lectures, practicals, continuous assessments tests (CATS), examinations etc. due to illness, must inform in writing the lecturer concerned, the Chairman of Department and the Dean of the School of such absence as soon as is feasibly possible.

### ***Nominal roll***

The Nominal Roll is a record of students registered in each degree programmed every semester/year. It gives important details on the student as well as recording the progress of the student from semester to semester (and yearly). It is important for every student to ensure that he/she signs the nominal roll in the Dean's office of their respective School at the beginning of each semester and to ensure that the information given in the nominal roll is correct and up to date.

### ***Course/subject registration***

Every student is required to register for the courses/subjects he will undertake by filling in the relevant form at the Dean's office at the beginning of every semester (first three weeks). The student must ensure that the registration is complete by having the form approved and signed by the Chairman of Department where the courses are to be offered and the Deans of the respective

School. When registering for the courses the student will do well to ensure that the correct courses and the course codes are used and that the form is returned to the Dean's Office promptly.

## EXAMINATIONS PROCESSES AND PROCEDURES

### ***i) Rules and Regulations***

Examinations are very important component of a student's academic life and students are expected to familiarize themselves with examination rules and regulations in the courses they have chosen and that they have fulfilled all the examination requirements in each semester.

### ***ii) Registration***

At the start of each semester (within the first three weeks) every student must register for courses and the examinations that they are due to take during that semester by filling in the relevant forms at the Dean's/ Director's offices. It is important that students get the right information from their respective Schools/Institute on the examinations they are expected to take in each semester.

### ***iii) Attendance***

Students should note that they are required to attend all courses they are registered in and to take the requisite continuous assessment tests in those courses in order to be allowed to sit the end of semester examinations.

### ***iv) Problems***

A student who experiences a problem, which is likely to affect his/her examination performance (i.e. sickness, bereavement etc.) must report such problems in writing to the chairman of the department offering the courses the student is taking, and to the Dean of the School. Any problem that is reported after the examination results are known will not be acceptable for examination appeals.

### ***v) Examination cards***

Every student who is registered for University examinations must be issued with an examination card by their respective School. This card must be produced at each examination sitting.

### ***vi) Lateness***

Lateness to examination venues will not be tolerated and no student will be allowed to enter an examination 30 minutes after the start of an examination, and also no student will be allowed to leave the examination room during the last 30 minutes of the examination.

### ***vii) Cheating***

Any student caught cheating in examinations e.g. by copying, having or making reference to unauthorized materials; communication to other students verbally or through other means will be expelled from the University and shall not be eligible for admission to any other programme of the University. Students are advised to ensure that at no time do they carry authorized materials such as notes, books, handbags, mobile phones e.t.c. into the examination rooms.

**The penalty for cheating in examination is immediate suspension followed by EXPULSION as per the university statutes XXVII.**

**viii) Missing an examination**

Missing an examination without good cause is a serious offence. Misreading of examination timetables is not taken to be a good cause of missing examinations and it's therefore not condonable.

**ix) Answer booklets**

Students must not take answer booklets from the examination rooms.

**x) Examination results**

Provisional examinations results may be obtained from the respective office of the Dean of School.

**xi) Academic transcripts**

Academic transcripts are available at the end of each academic year and are issued on application by the Registrar (ASA).