

JOINING INSTRUCTIONS TO FIRST YEARS 2025/2026 ACADEMIC YEAR

Students are informed to carefully read through the below joining instructions as they prepare for reporting date on **Monday, 1st September 2025 at Main Campus**:

- 1) All First Year Students are required to carry along with them **Original** and **Photocopies** of all joining documents. Documents should be processed and arranged in the order listed below;
 - i. **First Document:** Check list (Ensure you fill all details in Section A).
 - ii. **Second Document:** Admission letter: Use the link provided on the website to find your admission letter.
 - iii. **Third Document:** Original National Identity Card and its Photocopy **OR** Original Birth Certificate and its Photocopy.
 - iv. **Fourth Document:** Original KCPE Certificate and its Photocopy.
In case a candidate does not have the Original KCPE Certificate, He/She should contact Kenya National Examination Council (KNEC) early enough before reporting day and request for a confidential report to Karatina University. KNEC has charges for this request that is met by the student. The candidate will then come with KNEC receipt on reporting date.
 - v. **Fifth Document:** Original KCSE Certificate and its photocopy **OR** Original KCSE Result Slip and its Photocopy.
In case a candidate does not have the Original KCSE Certificate or Original KCSE result slip, He/She should contact Kenya National Examination Council (KNEC) early enough before reporting day and request for a confidential report to Karatina University. KNEC has charges for this request that is met by the student. The candidate will then come with KNEC receipt on reporting date.
 - vi. **Sixth Document:** Letter of Acceptance by the candidate (AA/F001) duly filled.
 - vii. **Seventh Document:** One copy of Student's Personal Details (AA/F002) form duly filled in capital letters. *In the Student Personal Details form, affix a colored passport photo taken against a plain background using office glue.*
 - viii. **Eighth Document:** Medical Form (AA/F003) duly filled. *The student to fill Part I of the form in Capital letters, visit a **GOVERNMENT HEALTH FACILITY** for a medical doctor to fill Part II. Part III will be filled by the University Medical Doctor during reporting.*
 - ix. **Ninth Document:** Library User Form (LIB/F003) duly filled. *The student to fill all sections except area designated for official use.*
 - x. **Tenth Document:** For those who will reside in the University Hostels, a **SYSTEM GENERATED** Room Agreement Form will be required. *The student is to print the form and avail it upon admissions to the Hostels Officer. This room agreement form is **ONLY** for students who will reside in the University Hostels. For Non-Resident students, one is required to fill A Non-Residence form (AA-F017) and have it ready on reporting date. All students are required to secure accommodation before reporting date.*
 - xi. **Eleventh Document:** Copy of printed Social Health Authority (SHA) registration number. *Students who are yet to attain 18 years of age and are listed as beneficiaries of their parents NHIF card will need to provide a print out of the parent/guardian's SHA registration number. Those who have attained 18 years of age are required to register for Social Health Authority at any Huduma Centre or via the website <https://sha.go.ke>. They will then report with a copy of registration number.*
 - xii. **Twelfth Document:** Image Consent Form, Fill the details provided, sign against your name and ask your parent to sign against his/her name.