



Inspiring Innovation and Leadership

# KARATINA UNIVERSITY

## OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

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Date: 7<sup>th</sup> August, 2025

**TO: 1<sup>ST</sup> YEAR KUCCPS STUDENTS IN 2025/2026 ACADEMIC YEAR**

**RE: ON-LINE SELF REGISTRATION GUIDE**

This is to inform First Year students (2025/2026 Academic Year) intake that Online KUCCPS Self Registration portal is ready for use as we prepare for official admission on **1<sup>st</sup> September 2025**.

Students are required to follow the **steps provided overleaf** to enable successful registration and booking of hostels.

Kindly contact us for any enquiries through the email address: [admissions@karu.ac.ke](mailto:admissions@karu.ac.ke) or Telephone Nos. **0716-135-171; 0723-683-150**

Yours sincerely,

Mr. Grey Maus

**Ag. REGISTRAR (AA)**



Cc.

Vice Chancellor  
Deputy Vice Chancellor (ARSA)  
Deputy Vice Chancellor (PFA)  
Ag. Registrar (PA)  
Ag. Finance Officer  
Deans of Schools  
Heads of Departments  
Senior Assistant Dean of Students  
School Administrative Assistants  
Ag. Security Officer

# KARATINA UNIVERSITY

## SELF-REGISTRATION AND HOSTEL BOOKING GUIDE

This guide is designed to enable you undertake online registration and hostel booking.

### ACCESS THE KARATINA UNIVERSITY ADMISSIONS PORTAL

Access the admissions portal by using the link on the website or via <https://admissions.karu.ac.ke>. You will be directed to the page below



## Karatina University Self Admissions Portal

Click accordingly start self-registration at Karatina University.

SSP Admission

KUCCPS Admission

Click on KUCCPS admission link above. You will be redirected to the page below.

A screenshot of the KUCCPS Login page. At the top is the Karatina University logo. Below it, the text 'KUCCPS Login' is displayed. There is a label 'Index No:' followed by a text input field with the placeholder 'Enter your Index No ...'. At the bottom of the login box are two buttons: a blue 'Home' button and a red 'Sign in' button.

Enter your **INDEX NUMBER** (e.g. 01234567891/2024) and click Sign in. Follow the steps below you get after clicking **Sign in**.

### STEP 1: UPDATE PERSONAL DETAILS

On the form that appears on the dashboard of the admissions portal fill in the personal details accurately. The form appears as shown in the figure below. All fields in this section are mandatory

*HINT: Use the Personal Details Form (AA/F006) to guide you with information to fill in Step*

The screenshot shows a web form titled "Personal Data // Step 1 Update Personal Details". The form is organized into several sections with labels and input fields. The fields are as follows:

- Student's Name:** A text input field.
- National ID/ Birth Certificate No:** A text input field.
- Tribe:** A dropdown menu with "--Select Tribe--" as the selected option.
- Date Of Birth:** A date picker icon.
- Gender:** A dropdown menu with "Male" as the selected option.
- Do you suffer from any Physical impairments?:** A dropdown menu with "No" as the selected option.
- If yes, please give details:** A text input field.
- (NHIF) Card No:** A text input field.
- Religion:** A dropdown menu with "--Select Religion--" as the selected option.
- Nationality:** A dropdown menu with "--Select Country--" as the selected option.
- Mobile Phone No:** A text input field.
- Postal Address:** A section containing three text input fields: **Box:**, **Codes:**, and **Town:**.
- Marital Status:** A dropdown menu with "Single" as the selected option.
- If married:** A section containing three text input fields: **Name of Spouse:**, **Occupation of Spouse:**, and **Phone No:**.
- No of Children:** A text input field.

Below the form, there is a small orange rectangular button.

STEP 2: UPDATE FAMILY DETAILS

In this section, you will be required to fill in the family details.

Full Name of Father:	Father Status:	Father Occupation:	Father Date of Birth:
<input type="text"/>	<div>Alive</div>	<input type="text"/>	<input type="text"/>
Father Phone Number:			
<input type="text"/>			
Full Name of Mother:	Mother Status:	Mother Occupation:	Mother Date of Birth:
<input type="text"/>	<div>Alive</div>	<input type="text"/>	<input type="text"/>
Mother Phone Number:	Number of brothers and sisters:		
<input type="text"/>	<input type="text"/>		

Next >>

**STEP 3: UPDATE RESIDENCE DETAILS**

In this section provide the residence details

🏠Residence Details // Step 3 Update Residence Details

Place of Birth (Village/Town):	Place of Permanent Residence (Village/T own):	Nearest Town:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Location:	Name of Chief:	County:	Sub-County:
<input type="text"/>	<input type="text"/>	<input data-bbox="1108 568 1505 631" type="text" value="-----"/>	<input type="text"/>
Constituency:	Nearest Police Station:		
<input type="text"/>	<input type="text"/>		

Next >>

STEP 4: UPDATE EMERGENCY CONTACT DETAILS

Emergency Contacts // Step 4 Emergency Contacts Details

Emergency contact person 1:

Name:

Relationship:

P.O. Box (Box,Code,Town):

Mobile Phone No:

Email:

Emergency Contact Person 2:

Name:

Relationship:

P.O. Box (Box,Code,Town):

Mobile Phone No:

Email:

Next >>

### STEP 5: UPDATE ACADEMIC DETAILS

- Provide the name of secondary school attended and year you completed KCSE. **(Mandatory)**
- Provide the name of primary school attended and year you completed KCPE. **(Mandatory)**
- Provide your KCSE Mean Grade**(Mandatory)**
- Provide any other institution(s) attended and qualifications attained**(Optional)**

⌵ Academic Background // Step 5 Update Academic Details

Name of School attended for secondary:	Index no:	Year Completed:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of School attended for Primary Level:	Index no:	Year Completed:
<input type="text"/>	<input type="text"/>	<input type="text"/>
K.C.S.E. Results (Subjects and Grades):		
<div>--Select--</div>		
Any other institutions attended and qualifications attained		
<input type="text"/>		

Next >>

**STEP 6: UPLOAD YOUR ACADEMIC DOCUMENTATION**

Provide the following documents (scanned) for this step:

- 1. KCSE Certificate/Results Slip
- 2. National ID/Birth Certificate

**Note: The accepted format is PDF/JPEG and with a maximum file size of 2MB.**

Document Uploads // Step 6 Upload your Documents

Select Document Type

--Select--

Choose file then click upload

Choose File

No file chosen

Upload

Uploaded Documents

Document Type	
KCSE RESULT SLIP	Delete
NATIONAL ID	Delete

Next >>



## STEP 7: HOSTEL BOOKING/ACCOMMODATION DETAILS

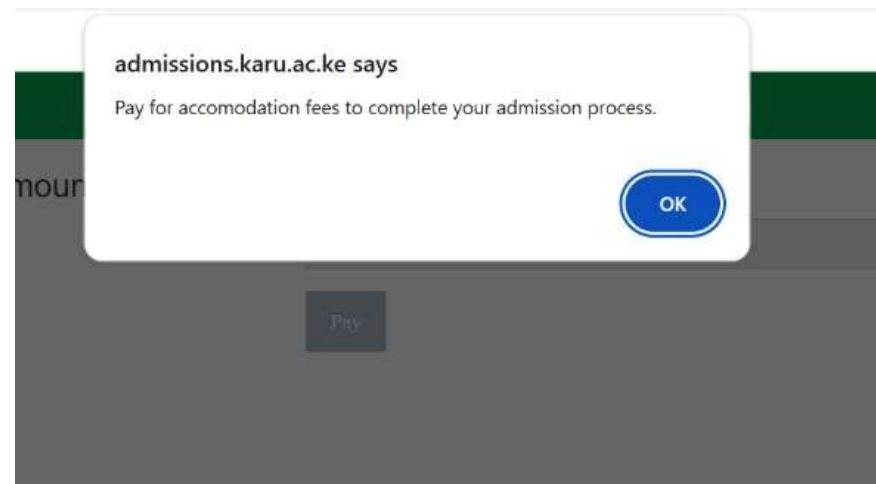
### A. Resident Student

For a student who want to book for a university hostel, select “**RESIDENT**” from the drop down as shown below.



The screenshot shows a web form titled "Accommodation Details // Step 7 Accommodation Details". Inside the form, there is a section labeled "Select Accommodation" with a dropdown menu currently displaying "Resident". A green "Submit >>" button is located at the bottom right of the form.

After choosing Resident , click Submit. The following prompt will appear. Click **OK** to confirm the prompt



Next, you'll be directed to a window to pay for the booking (see below).

Pay Room Cost Amount

Room Cost Amount

6500

Pay

Click **"PAY"** to start the payment process via E-Citizen

You will be directed to the E-citizen Payment Window Below. The window below will help complete payment for the hostel booking.

Choose M-Pesa option.

Customer,

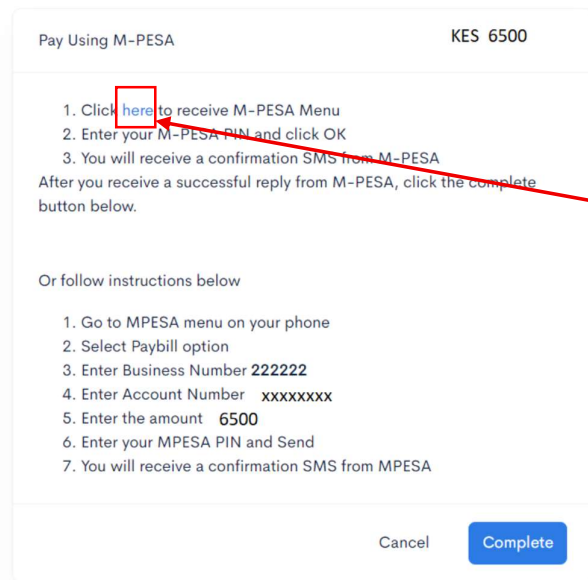
PAYMENT REF TOTAL BILL  
Payment Ref here KES 6500

Select Payment Mode

Pesaflow Direct	TKash
Mpesa	Co-operative Bank (KES)
Absa Bank	Diamond Trust Bank
Airtel Money	Kenya Commercial Bank
RTGS	National Bank
NCBA Bank	Pesawise
Consolidated Bank	I&M Bank
JamboPay	Stanbic Bank
Family Bank	EQUITY BANK
Debit/Credit/Prepaid Card	

Select "MPESA"

After clicking on M-Pesa you will be directed to the below page. Click on the link shown below.



Pay Using M-PESA KES 6500

1. Click [here](#) to receive M-PESA Menu
2. Enter your M-PESA PIN and click OK
3. You will receive a confirmation SMS from M-PESA

After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below

1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number **222222**
4. Enter Account Number **xxxxxxx**
5. Enter the amount **6500**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

Cancel Complete

Select "HERE"

You will be directed to a page where you enter a phone number that will make the payment. Your M-Pesa balance should be enough to pay the KES 6500 accommodation fee (this includes the M-Pesa transaction charges)

After entering your phone number, click initiate payment (*shown below*). A prompt will appear on your mobile phone to enter the M-PESA Pin to complete the transaction.

After you make the payment and you have received the MPESA confirmation on your mobile phone, click “COMPLETE”.

Pay Using M-PESA KES 6500

1. Click [here](#) to receive M-PESA Menu

Phone Number

07\*\*\*\*\*

**Initiate Payment**

2. Enter your M-PESA PIN and click OK

3. You will receive a confirmation SMS from M-PESA

After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below

1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number **222222**
4. Enter Account Number **xxxxxxx**
5. Enter the amount **6500**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

Select “**Initiate Payment**”

After completing the payment, check your school email account (you can retrieve details and the guide in this link: <https://karu.ac.ke/student-e-mail-address/>) . **You will receive a confirmation on the booked hostel room and space and instructions for hostels accommodation in this email.**

## B. Non-Resident Student

A student who is not interested in booking for a university hostel should choose “**NON-RESIDENT**” from the drop-down list.

A student who chooses Non-resident option will be required to make private arrangement for their own accommodation. A Non-resident student is required to provide the below details.

☑ Accommodation Details // Step 7 Accommodation Details

Select Accommodation

Non-Resident

Non-Residential Owner:

Non-Residential Address:

Non-Residential Phone:

Submit >>

After submitting the details , an email will be sent to your school email confirming you have successfully submitted all your details. To retrieve your school email detail, use this link as your guide: <https://karu.ac.ke/student-e-mail-address/>



### ON THE REPORTING DAY

On the reporting day, present original and other required documents as guided from the admissions office(This applies to both resident and non-resident students).

For any inquiries or clarification, please feel free to contact us through the official admissions telephone numbers **0716 135 171** or **0723 683 150** or via email at [admissions@karu.ac.ke](mailto:admissions@karu.ac.ke).

We will also be uploading regular updates on the University's website: [www.karu.ac.ke](http://www.karu.ac.ke)