KARATINA UNIVERSITY

OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)

Inspiring Innovation and Leadership

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TO: 1ST 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 **1st 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 or Telephone Nos. **0716-135-171; 0723-683-150**

Yours sincerely,

Mr. Grey Mausi
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

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

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

STEP 2: UPDATE FAMILY DETAILS

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

⊘Family Details // Step ② Update Family Details

Full Name of Father:

Father Status:
Alive ⌄

Father Occupation:

Father Date of Birth:
📅

Father Phone Number:

Full Name of Mother:

Mother Status:
Alive ⌄

Mother Occupation:

Mother Date of Birth:
📅

Mother Phone Number:

Number of brothers and sisters:

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:

Location:

Name of Chief:

County:

Sub-County:

Constituency:

Nearest Police Station:

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:

Name of School attended for Primary Level:

Index no:

Year Completed:

K.C.S.E. Results (Subjects and Grades):

--Select--

Any other institutions attended and qualifications attained

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

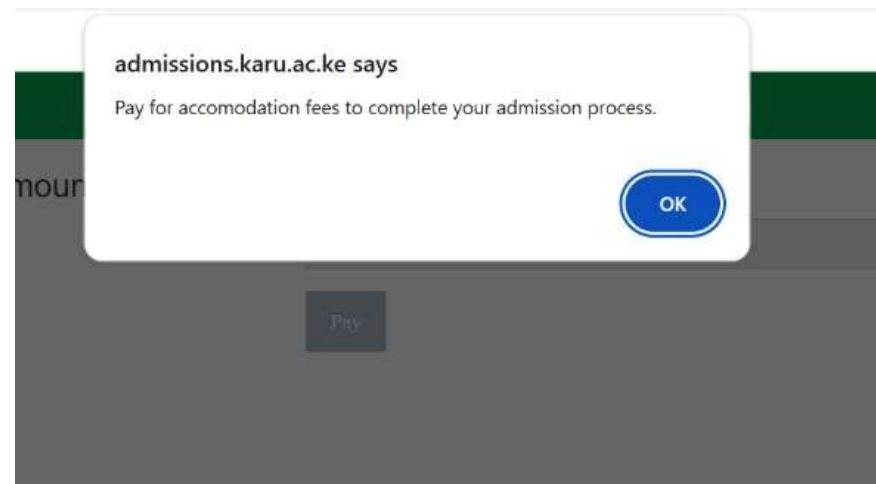| Document Type	
KCSE RESULT SLIP	**Delete**
NATIONAL ID	**Delete**

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.

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.
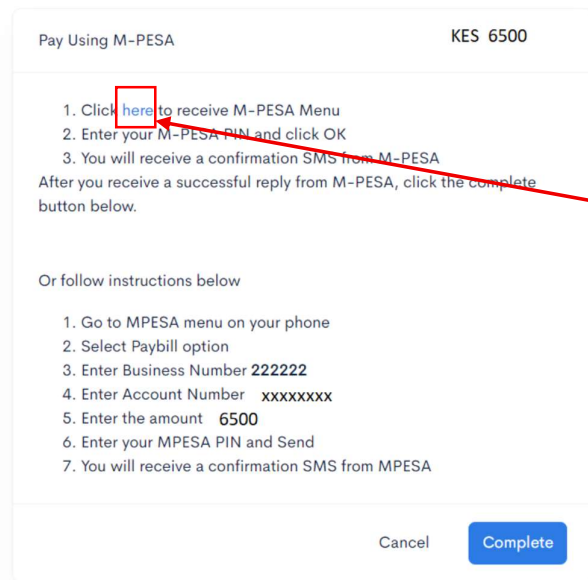
Choose M-Pesa option.

Select "**MPESA**"

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

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**".

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.**

We will also be uploading regular updates on the University's website**: www.karu.ac.ke**