

REGISTRATION CHECKLIST FOR CONTINUING STUDENTS-CUCK/ASR/FORM 16



**THE CO-OPERATIVE UNIVERSITY COLLEGE OF KENYA
(A Constituent College of Jomo Kenyatta University of Agriculture & Technology)**

REGISTRATION CHECKLIST FOR CONTINUING STUDENTS

To be countersigned and stamped at every Registration Stage

Name of student Reg. No.

Course Date.....

Indicate whether (a) Resident ----- (b) Non-resident -----

STAGE I: ADMISSIONS REGISTRATION

Name of Officer Date..... Sign & Stamp.....

STAGE II: PAYMENT OF FEES

1. Fees Paid 50% and above (Yes/No) 2. Accommodation fees paid..... (Yes/No).

3. Finance registration (Yes/No)

Name of Officer Date..... Sign & Stamp.....

STAGE III: ROOM ALLOCATION

Hall and Room No. Allocated

Name of Allocating Officer Signature

Stamp Date

STAGE IV: UNITS –REGISTRATION

1. ICT OFFICE

Name of Officer Date..... Sign & Stamp.....

2. FACULTY

Name of Officer Date..... Sign & Stamp.....

This form must be submitted at admissions office as soon as it is fully completed. Please keep a copy

Approved by: **D.B. OTIENDE**
Ag. Registrar, AA

First date issued 22nd April 2014