



THE CO-OPERATIVE UNIVERSITY OF KENYA

P.O BOX 24814-00502, Karen-Nairobi Tel: 020-/2679456 Fax: 020-2470638
 Website: www.cuk.ac.ke Email: admissions@cuk.ac.ke

OFFICE OF THE REGISTRAR (ACDRI)

STUDENT REGISTRATION CHECKLIST/FORM (NEWLY ADMITTED STUDENTS)

Instructions

1. To be filled in duplicates on the Registration Day
2. To be countersigned and stamped at every Registration Stage

SECTION A: STUDENT DETAILS (TO BE COMPLETED BY THE STUDENT)

Student Name: Admission No:
 Programme Admitted To: Year of Study:
 Tel No.: E-Mail Address:
 Signature: Date:

STAGE I: PRESENTATION AND VERIFICATION OF DOCUMENTS *(To be Filled by the Verifying Officer)*

NO	DOCUMENT NAME	REMARKS
1.	Admission Letter	
2.	Original and copy of National ID Card/Birth Certificate/Passport	
3.	Original and Photocopy KCSE/Diploma/Degree Certificates and Result Slip/Transcripts	
4.	2 Passport Size Photographs	
5.	Submission of All the Joining Instruction and documents	
6.	Medical Examination Documents	

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

STAGE II: ROOM ALLOCATION

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

Hall and Room No. Allocated

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

Note: - A copy of this form must be retained by the Admissions Officer.
 - Document to be printed separately from other documents

Prepared by: Registrar, ACDRI


 CUK is ISO 9001: 2015 Certified
EMPOWERING COMMUNITIES
 Issue Date: July 2017

Revision: 02

Revision Date: July, 2023





THE CO-OPERATIVE UNIVERSITY OF KENYA

ACCEPTANCE OF OFFER OF ADMISSION/RE-ADMISSION/STUDENTSHIP FORM

Instruction: To be completed by those **ACCEPTING** the offer and submitted on the day of registration

Name:.....
(Surname) (Other Names)

Reg. No.

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

ID No./Birth Certificate Number/Passport No.

having been notified of my admission/re- admission to the Co-operative University of Kenya to pursue a course leading to the (indicate programme).....

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

1. That I will diligently apply myself to my prescribed course of study within the University in accordance with the relevant rules.
2. 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.
3. That I acknowledge and duly submit myself to the disciplinary authorities of the University as defined in the Rules and Regulations Governing the 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.
 - b) I will abstain from inciting, obstructing or in any manner stopping any other student from attending lectures; or obstructing a member of the University from giving lectures or such other instructions.
 - c) 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 activity deemed prejudicial to the good order and running of the University.
 - d) 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.
 - e) 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.
4. 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 University or members of the public, I shall be liable for disciplinary action as per the University rules and regulations.

DATED THIS DAY OF 20

SIGNED

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STUDENT REGULATIONS DECLARATION FORM

I Reg. No..... in the
School/Institute of Hereby
declare that I have read and understood the Regulations Governing the conduct and Discipline of Students at
The Co-operative University of Kenya. I further **PROMISE TO ABIDE** by the regulations Governing the
conduct and Discipline of the students of The Co-operative University of Kenya.

Student's Name.....

Registration No.....

I.D./Passport/Birth Certificate No.....

Course Admitted To.....

Signature:.....

Date:.....





THE CO-OPERATIVE UNIVERSITY OF KENYA

MEDIA USE CONSENT FORM

Student's Name:

Registration No.:

I.D./Passport/Birth Certificate No.:

Course Admitted To:

The University shall from time to time take photographs, films and videos of students and staff activities while in session as a record of the day to day activities and operations. Such photographs, videos and/or films may appear on the University website, newsletters, print/social/digital media platforms and other printed materials produced for promotional purposes including brochures, leaflets, posters, adverts, banners and other materials sent out to the print/social/digital media or in reports to funding bodies for educational and research purposes. Copyright of the media contents taken will remain with The Co-operative University of Kenya.

Signature: Date:

