



**MASENO UNIVERSITY**  
**OFFICE OF THE REGISTRAR – ACADEMIC & STUDENT AFFAIRS**

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**REGISTRATION AND ORIENTATION OF NEW FIRST YEAR  
STUDENTS, 2020/2021 ACADEMIC YEAR**

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**A. REGISTRATION AND PAYMENT OF FEES**

Maseno University wishes to clarify to all new students that **Registration Process** involves the following 3 key steps:

**STEP 1: PAYMENT OF FEES**

1. Government Sponsored Students: Pay your fees to **Equity Bank Account No. 1120297065141**
2. Self Sponsored Students: Pay your fees as follows:
  - o Self Sponsored Students (Main Campus) Pay fees to **Equity Bank Account No. 1120297065141**
  - o Self Sponsored Students (Kisumu Campus) Pay fees to **Kenya Commercial Bank Account No. 1101561076**
3. Deadline for Paying All Required Fees is **31<sup>ST</sup> AUGUST, 2020**.

**PLEASE NOTE:** Maseno University is a corruption free zone; beware of fraudsters and conmen. Do not make payment whatsoever to anybody other than Maseno University specified accounts.

**STEP 2: SUBMISSION OF JOINING INSTRUCTION FORMS**

You are required to send the following documents through courier services to registrar, academic & student affairs, Maseno University P.O Box 333, Maseno. Arrange the documents in a set of four with each set having a copy of every document as follows:

- a) ADMISSION LETTER
- b) KCSE CERTIFICATE OR RESULT SLIP
- c) COPY OF NATIONAL IDENTIFICATION CARD (ID) OR BIRTH CERTIFICATE
- d) COMPLETED PERSONAL DETAILS FORM (**MSU/RASA/F.02**)
- e) COMPLETED DECLARATION FORM(**MSU/RASA/F.08**)
- f) COMPLETED COMMITMENT FORM (**MSU/RASA/F.05**)
- g) COMPLETED EMERGENCY FORM(**MSU/RASA/F.04**)
- h) COMPLETED MEDICAL FORM(**MSU/RASA/F.03**)

### STEP 3: MANDATORY VERIFICATION OF ORIGINAL DOCUMENTS

The following documents shall be required for verification **once Face-To Face Learning Resumes.**

- a. ORIGINAL LETTER OF OFFER
- b. ORIGINAL CERTIFICATE OR RESULT SLIP
- c. NATIONAL IDENTIFICATION CARD/BIRTH CERTIFICATE

### B. ONLINE ORIENTATION

**Online Orientation** of Registered students commences on **10<sup>th</sup> September to 15<sup>th</sup> October, 2020**. The orientation will include tutorials on online learning and examinations. The orientation programme as well as a link and instructions on how to join will be sent to individual students via their registered email address.

**Online Classes** will commence on 19<sup>th</sup> October 2020 and students are encouraged to purchase a laptop. Further recommendations on laptop specifications and subsidized bundles will be communicated through the University Website, [www.maseno.ac.ke](http://www.maseno.ac.ke)

For further queries on Academic matters please write to [studentssupport@maseno.ac.ke](mailto:studentssupport@maseno.ac.ke) or call the office of the Registrar, Academic and Student Affairs on 0775641020. Queries on issues of student welfare can be directed to Directorate of Student Affairs on 0777090444. For more details please visit the Maseno University website ([www.maseno.ac.ke](http://www.maseno.ac.ke))

**NOTE: PLEASE REGULARLY VISIT MASENO UNIVERSITY WEBSITE ([www.maseno.ac.ke](http://www.maseno.ac.ke)) FOR UPDATES ON REGISTRATION AND ONLINE ORIENTATION.**



Ms. SUSAN RABARE  
FOR: REGISTRAR, ACADEMIC & STUDENT AFFAIRS