



MASENO UNIVERSITY
OFFICE OF THE REGISTRAR, ACADEMIC AND STUDENT AFFAIRS

REGISTRATION GUIDELINES TO NEW STUDENTS

Congratulations and welcome to Maseno University!

For a successful registration process, kindly note the following guidelines:

1. Hostel Booking starts on **15th September, 2021 (Noon)** and will only be open to students who have cleared semester fees. Any booked room not occupied within three (3) days will be replaced. Students are advised to print out booking acknowledgment and bring it on the registration day.
2. Students are reminded to complete payment of fees before reporting on 20th September, 2021. Cases of payments that have not reflected in the student's portal to be reported to the Student Finance Office (*College Campus – immediate left turn after the College campus gate*) before proceeding to registration venues.
3. Those who will have made payment earlier than the above date, to report directly to registration venues as indicated below:

SCHOOL	VENUE
Arts & Social Sciences (ACM)(ACR)(ADT)(AFA)(AFR)(AHA) (AID) (AKI) (ALC) (ALI) (AMU) (APH) (ARE) (ATA)(ASA) (ATH) (AGN) (APS) (ACO) (ASW) (AGS) (AGE)	New Tuition Block
Education (ESC) (ESN) (EAR) (EEC) (EFR) (EMU) (EHS)	Graduation Square
Public Health & Community Development. (HMB) (HND) (HPH) (HHR)	Harambee Hall
Computing & Informatics (CIM) (CIT) (CCS) (CCT) (CIS)	At the School (Tuition Block)
Business & Economics (BEC) (BBA) (BPS)(BBE) (BHR) (BMM)(BAF) (BIT) (BTM) (BES) (BEF) (BAE) (BEH)	New Library - Ground Floor
Medicine (MML) (MBC)	Microbiology Lab
Mathematics, Statistics & Actuarial Sciences (TAC)(TAS) (TMA) (TMB) TMC)(TME)	Millennium Hall15
Agriculture, Food Security and Environmental Sciences (FAB) (FAE) (FEE)(FAG) (FAN) (FFS) (FHC) (FSP) (FAR) (FCC) (FES) (FHW)	Botanic Garden
Development & Strategic Studies (DIR) (DDS) (DPS)	Hindocho Hall
Physical & Biological Sciences (SBS) (SIC) (SAC) (SBT) (SPH)	Millennium Hall 2 &4
Postgraduate	At the School of Graduate Studies Compound

Note: Abbreviations are prefixes of admission numbers. Please check your admission letter.

Keep safe: Wear Mask, wash hands with water and soap or sanitize and keep social distance

4. Students who shall have not downloaded their Admission Letters by reporting date, should visit the office of the Registrar, Academic & Student Affairs, Admissions section.
5. Students are expected to submit **four copies** of completed personal details, declaration, commitment, emergency, medical forms, national ID card/birth certificate, admission letter and KCSE certificate/result slip.
6. Cases of Special Needs (hearing, speech, sight, and any physical impairment) should be brought to the attention of the Registrar, ASA at the Help Desk for people living with Disabilities and Hostels Manager.
7. Students are advised to be conscious of their own safety and security and that of their property. In view of this, those who seek accommodation from off-campus hostels are advised to do so from the approved ones. You should further check to ensure that both the hostels and the environment around you, is safe and secure. You should avoid late night movements without company and be each other's keeper.
8. Please, strictly observe the Ministry of Health protocols on COVID-19.

NB: No student shall be served if they are not wearing a mask properly.
9. You are further advised to download the following additional documents from the University web-site and submit them on registration day.
 - a. Movement Form (MSU/RASA/F.15) (*Attach fees statement from your student' portal or a copy of bank slip*)
 - b. Course registration Form (MSU/RASA/F.13) to be completed in triplicate as advised by the School.
 - c. Temporary Identification Card Form (MSU/RASA/F.12)
 - d. Registration Guideline Form
10. **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 Account.
11. Meals are available at Siriba & College Campus cafeteria at affordable prices.

Emergency Numbers/Hotline:

Health Services: 0729707666/072234146/0776388439
Student Welfare/Security: 0726090444/0723227631/0722288347/0713957116
Director Public Relations: 0722633230
Student Finance: Email: studfin@maseno.ac.ke
System Administrator: Email: studentssupport@maseno.ac.ke
Registrar, ASA: 0776334399 **Coordinator:** 0733672703

A. PAYMENT OF REQUIRED FEES

Students who have not completed payment of fees are advised to do so before the reporting date. Fees should be paid as follows:

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**

B. SUBMISSION OF JOINING INSTRUCTION FORMS

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**)

C. VERIFICATION OF DOCUMENTS

The following documents shall be required for verification on the registration day:

1. Original letter of offer
2. Original certificate or result slip
3. National identification card/birth certificate

D. ADDITIONAL DOCUMENTS

You are further advised to download the following additional documents from the University web-site and submit them on registration day.

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- iv. Registration Guideline Form

E. NOMINAL AND COURSE REGISTRATION

Every student **must** sign the **nominal roll and register for courses** to be considered as a **bonafide** student of Maseno University.

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