



website:
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email:
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GARISSA UNIVERSITY

OFFICE OF THE REGISTRAR

ACADEMIC & STUDENTS' AFFAIRS

P. O. Box 1801-70100,
Garissa, KENYA

email
admissions@gau.ac.ke

CHECKLIST FOR NEW STUDENTS

1. **PERSONAL INFORMATION (in Capital Letters)**

- 2. Name (KCSE) _____ Reg. No. (eg.EDM-0000/2016) _____
- 3. Mobile No. _____ County _____ P.O.Box _____
- 4. Department _____ Programme (eg. BBA) _____
- 5. Year of Study: (e.g. 1st, 2nd) _____ Semester _____ Academic Year _____
- 6. Mode of Study (Tick as appropriate): Regular Weekends Part time
- 7. Student's signature _____ Date _____

8. **PAYMENT OF FEES @ Student Finance Office**

- a) Submission of Banking Slips..... b) Submission of Non-Resident Form.....

Name of the Verifying Officer _____ Sign _____ Date & Stamp _____

9. **VERIFICATION OF ACADEMIC DOCUMENTS @ School/Department Office**

- a) Admission letter..... d) Academic Documents eg Certs, Diploma, Degrees.....
- b) Student's National ID No..... e) Submission of Copies of b), c) & d) above.....
- c) KCSE Certificate/Result Slip No..... f) Submission of Personal Details Form.....

Name of the Verifying Officer _____ Sign _____ Date & Stamp _____

10. **MEDICAL DOCUMENTS @ University Clinic Office**

- a). Submission of Medical Report (b) Submission of Personal Details Form.....

Name of the Verifying Officer _____ Sign _____ Date & Stamp _____

11. **ROOM ALLOCATION @ Hostels Office**

- a) Resident indicate Hostel of Residence..... Room No:
- b) Non-Resident? Yes Indicate Place of Residence (Plot/Bulla).....
- c) If Yes in b) above, then fill the Non-Resident Form in Triplicates.
- d) Distribute copies of c) above as- i Hostels Office, ii Dean of Students, iii Student Finance –Mandatory.

Name of the Verifying Officer _____ Sign _____ Date & Stamp _____

12. **DEAN OF STUDENTS @ Dean of Students' Office**

- a) Submission of Personal Details Form b) Submission of Non-Resident Form

Name of the Verifying Officer _____ Sign _____ Date & Stamp _____

13. **SIGNING OF NOMINAL ROLL @ Admissions Office**

Submission of:

- a). Copies of ID, KCSE, KCPE, BIRTH Cert & Academic Documents b). Personal Details Form.....
- c). Letter of Acceptance..... d). Copy of Checklist Form.....
- e). Copy of Admission Letter.....

Name of the Verifying Officer _____ Sign _____ Date & Stamp _____