****

**UNIVERSITY OF NAIROBI**

**INFORMATION TO NEW STUDENTS AND JOINING INSTRUCTIONS**

**(University of Nairobi Parallel Programmes)**

**1. REGISTRATION AND ORIENTATION**

 Registration of students will take place as per the attached orientation programme.

**2.LETTER OF ACCEPTANCE (PP/1A)**

**3. NON CCEPTANCE OF OFFER (PP/1B)**

If you do not accept the offer of admission, you must complete FORM PP/1B in duplicate and return it to the Academic Registrar.

**4. DECLARATION FOR ADMISSION (PP/2)**

 All candidates accepting an offer of admission must undertake to complete the course they have

 Form PP/1A to be completed in duplicate and returned during registration.

Every student must sign the declaration FORM PP/2, signifying that they have understood the content and meaning of the Rules and Regulations Governing the Organization. Conduct and Discipline of students. The signed declaration must be submitted during registration.

Students are expected to adhere at all time to the parameters of discipline as spelt out in the declaration.

5**. THE BOND (PP/3)**

Attached to the declaration form is a BOND governing admission, re-admission and studentship. Students are expected to familiarize themselves with the conditions spelt out in the BOND and to have it executed as required. The executed BOND must be returned to the University on registration day.

**6. FEES SCHEDULE (PP/4)**

Students are advised to familiarize themselves with information provided in FORM PP/4 regarding fees and to take necessary arrangements to pay on or before the registration day.

**7. SPONSORSHIP FORM (PP/5)**

All students who will be sponsored by their parents/guardians or any other sponsors other than themselves should have FORM PP/5 completed as soon as they receive the offer of admission.

**8. MEDICAL FORM (J1/3)**

Form J1/3 to be completed and returned during registration. Students are required to complete part one of this form. Part II should be completed with the help of the doctor but signed by the student.

**9. FOREIGN STUDENTS**

Foreign students are advised to ensure that they have passports that are valid for the duration of their stay in Kenya. They should also make the necessary arrangements to get requisite re-entry permits in the event that they have to travel during the course of their studies. It is the duty of the students to ensure that the relevant immigration formalities (such as the acquisition and renewal of Pupil’s Pass) are complied with as per the statutory requirements. Any foreign student who encounters difficulty in processing the Pupil’s Pass may consult the Academic Registrar’s Office for assistance.

PP/1A

**UNIVERSITY OF NAIROBI**

**LETTER OF ACCEPTANCE BY THE APPLICANT.**

**SECTION A**: (To be completed in duplicate by those **ACCEPTING** the offer)

Dear Sir,

Applicant’s Name ……………………………………………………………………………………

 (Surname) (Other names)

Application Ref. No. …………………………………………

With reference to your letter offering me a place in the faculty/Institute of …………………………. for a course leading to ……………………………………………………… under the University of Nairobi parallel programmes, this is to confirm that **I DO ACCEPT** the offer, and I undertake to pay the prescribed fees and abide by the rules and regulations governing the organization, conduct and discipline of the students of the University of Nairobi.

**FULL NAME** ………………………………………………………………………………

**ID. NO. /PASSPORT NO**……………………………………………………………………

**UNIVERSITY REGISTRATION NO**.……………………………………………………………..

**SIGNATURE** ………………………………………………………………. **DATE** ……………..

 PP/1A

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**FULL NAME** ………………………………………………………………….......

**ID. NO. /PASSPORT NO**…………………………………………………………

**UNIVERSITY REGISTRATION NO**. ………………………..

 PP/1B