DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY
OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS & RESEARCH
P.O BOX 657-10100 NYERI, KENYA
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Document No: DeKUT/AAR/APK&APS/FORM 1/5

2023/2024 Academic Year

JOINING INSTRUCTIONS TO STUDENTS

1. STUDENTS PERSONAL DETAILS (to be filled online)

You are required to fill the Personal Details Form online through the following link: **registration.dkut.ac.ke/admission.**

2. REGISTRATION PROCESS:

All new students will be required to register online by logging onto the Online Registration Portal as directed on the letter of admission. This should be done as soon as you receive the admission letter. You are also required to upload an Official Coloured Passport Size Photograph taken on white background. In addition, scan your academic Certificates/Result slips, Secondary School Leaving Certificate, Birth Certificate and/or National ID or Passport, Fee Payment Slip/Bank Slip and attach on the space provided on the portal.

3. VERIFICATION OF ORIGINAL DOCUMENTS:

On the reporting day, all new students will be required to present the originals and copies of their documents: that includes the following: National ID or Passport, Birth Certificate, Secondary School Leaving Certificate, Academic Result Slips or Certificates for verification.

4. SELF SPONSORED STUDENTS:

All Self Sponsored students will be required to fill the "Course Acceptance Form for Self Sponsored Students", scan it and send it to admissionsoffice@dkut.ac.ke email. This will aid in the issuance of registration number that is essential when logging onto the Online Student Registration portal for registration purposes.

5. MEDICAL EXAMINATION

Admission to the University is upon presenting a satisfactory medical report when you report physically. Students are therefore required to undergo a Medical Examination from a Government Hospital before reporting to the University. Form **DeKUT/AAR/APK&APS/FORM 4/5, MEDICAL EXAMINATION REPORT** is attached for this purpose. **The Doctor who examines the student is kindly requested to complete the Form and enclose in a sealed envelope addressed to the Medical Officer, Dedan Kimathi University of Technology, P.O BOX 657-10100, NYERI.** The student is required to bring the report on the reporting day. The Form should **NOT BE SENT BY POST.**

6. MEDICAL ATTENTION AT THE UNIVERSITY

The University Clinic is open to students for 24 hours a day. However, students are required to meet off Campus medical expenses.

7. DENTAL AND OPTICAL TREATMENT

The University does not provide optical and dental treatment. Any student having or suspecting eye problems should consult an optician and those having dental problems should consult a dentist.

8. SPECIAL MEDICAL CONSENT FORM FOR MINORS

Parents or Guardians of students who are under 21 years of age are required to complete and sign Part II of **MEDICAL EXAMINATION REPORT.** See **DeKUT/AAR/APK&APS/FORM 4/5** Form. Completed Medical Examination Form should be returned to University Chief Medical Officer on the reporting date.

9. SPECIAL MEDICAL FORM FOR NAIROBI CBD CAMPUS STUDENTS

All students admitted to Nairobi CBD Campus are required to download and fill **FORM DeKUT/AAR/APS-NRB-N/FORM 4/5 EMERGENCY RESPONSE APPROVAL FORM** and submit it to the Director, Nairobi CBD Campus on the reporting day.

10. ADMISSION OF INTERNATIONAL STUDENTS

All international students are required to download & fill the Student Pass Checklist and attach relevant documents and submit to the International Office on the reporting day.

11. PERSONAL ITEMS REQUIRED BY THE STUDENTS

The items listed below are essential. Kindly ensure you have purchased the amounts you require.

- A computer and preferably a laptop.
- Academic stationery.
- Books and equipment depending on the School/Institute or Department in which one is registered.
- Clothing and pocket money.
- Beddings such as bedcover, blankets, bedsheets etc
- Nyeri Region is normally cold and warm clothing is recommended.

NOTE:

The following should be submitted to the University when you report.

a) A signed copy of Students' Rules & Regulations
b) Original documents should be presented for verifications.
c) Copy of personal details document printed after completing online registration
d) Copy of Birth Certificate and National ID/National Passport
e) Copy of Academic Certificates/Result Slips and Secondary School Leaving Certificate
f) The Medical Examination Report.