



**MAMA NGINA UNIVERSITY COLLEGE  
OFFICE OF THE REGISTRAR  
ACADEMIC AND STUDENT AFFAIRS**

Email: [registrar-acad@mnu.ac.ke](mailto:registrar-acad@mnu.ac.ke)  
Telephone: 0702125192, 0748868921

P.O. BOX 444-01030  
GATUNDU, KENYA

**ADMISSION NUMBER:** .....

**INFORMATION FOR NEW UNDERGRADUATE STUDENTS 2026/2027 ACADEMIC YEAR**

Please read the information set down below carefully before you complete any on the attached forms.

**1. ARRIVAL AND REGISTRATION**

- (a) The registration of new students will take place at the Mama Ngina University College Grounds - Gatundu.
- (b) All students **MUST** bring with them the **original copies of letters offering them admission into the University College.**
- (c) They **MUST** also bring the following:
  - (i) **Original and Photocopies** of their academic certificates or result slips.
  - (ii) **Original and Copy** of the National Identification Card (ID) or Birth Certificate.
  - (iii) **Four (4), 1" x 1" Official passports photographs**
  - (iv) **SHIF and/or Family Insurance Medical Cover policy number**
  - (v) Duly filled joining instruction; Forms **MNU/AROSA/ADM/1, 2, 3A, 4, 5, 6, 7, 8(in duplicate) & 9.**
  - (vi) Two copies of the Registration Form
  - (vii) Student Consent Form
- (d) Other conditions for registration
  - (i) The University College reserves the right of admission. Any offer of admission is made without prejudice to the right of the University College to vary or withdraw it if information comes to the notice of the University College (whether relating to events occurring before or after the date of the offer) which could reasonably have influenced the University College's decision if known at the time the offer was made.
  - (ii) The University College reserves the right to withdraw an offer of a place, or terminate a student's enrolment if it discovers subsequently that a candidate has given false (or only provided partial) information in their application or has provided false or fraudulent documentation in support of their application(s).

**N/B** No student will be registered without the documents mentioned in (b) and (c) ABOVE.

**2. FINANCIAL REQUIREMENTS**

**2.1 FEE**

All Students are required to pay the fees indicated on their admission letter before they are allowed to register at the University College. The fees should be paid on or before the registration date.



Payment must be made in any of the accounts in any branch of the following banks in Kenya:

<b>EQUITY BANK</b>	<b>0660282250603</b>	<b>MAMA NGINA UNIVERSITY COLLEGE</b>
<b>CO-OPERATIVE</b>	<b>01129556920900</b>	<b>MAMA NGINA UNIVERSITY COLLEGE</b>

**NB: Payment of fees by cash or cheque is NOT acceptable.  
The fees is NOT inclusive of accommodation and meal charges**

## 2.2 VARIATION OF FEES

- i) The University College may vary fees, which it considers appropriate in all circumstances, without reference to the student/sponsor.
- ii) The variation shall be binding on the student/sponsor as was enforceable in the initial regulation or in the application, or in the interpretation of the original fees for the programme.

**NB: You will not be registered as a student before payment of the required fees.**

## 2.3 DECLARATION OF ACCEPTANCE TO PAY FEES

I \_\_\_\_\_ (Full Name of Parent/Guardian)  
ID/Passport No. \_\_\_\_\_  
Parent/Guardian of \_\_\_\_\_ (Full name of student) Admission  
Number \_\_\_\_\_ who has been admitted to pursue \_\_\_\_\_  
\_\_\_\_\_ accept to pay the required fees.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 3. TRAVEL

Students are expected to make their own travel arrangements to the University College.

## 4. MEDICAL EXAMINATION

Admission into the University College is subject to a satisfactory Medical Report being received by the University College. A student is therefore required to undergo a medical examination by a recognized medical practitioner before coming to the University College. This is very important baseline information for a student's health during his/her academic career and should be accurate and exhaustive as possible.

Form **MNU/AROSA/ADM/4** is attached for this purpose. Please bring the form with you when you come for registration and submit it to the University College Health Unit.

## 5. MEDICAL ATTENTION AT THE UNIVERSITY

The University College Health Unit is open to all students. However, parents/guardians are advised to be prepared to meet all the expenses of any medical attention not provided by the University College, bearing in mind that most Public Health Institutions have now instituted cost sharing measures.

## 6. OPTICAL AND DENTAL TREATMENT

The University College does not provide optical and dental treatment. Any student having or suspecting to have eye problems should consult an ophthalmologist/optician and, where necessary, acquire spectacles before coming to the University College. Similarly, any student who might have dental problems should consult a dentist outside the University College for treatment.

## **7. STUDENT'S PERSONAL DETAILS – FORM MNU/AROSA/ADM/6**

The Office of the Registrar (ASA) would like to know as much as possible about each student to enable the University College to understand and serve each student better. For this purpose, Form (MNU/AROSA/ADM/6) is provided. Please complete the form accurately and return it to the Registrar (ASA).

## **8. STUDENT IDENTIFICATION CARD**

- (a) After registration, each student will be issued with an identification card. You should be ready to show it as may be required during your life at the University College.
- (b) Please note that the Identification Card is an important document of the University College. You are therefore required to take utmost care to ensure that it is not lost or misplaced. The card is strictly personal and must not be lent or transferred to any other person. Unauthorized use of the card by anyone else other than the rightful holder is strictly prohibited and may attract disciplinary measures.

## **9. NAMES**

Please note that the order of names on all forms must be the same as the ones under which you registered for your examinations. Change of names after registration at the University College will be permitted only after producing an affidavit or Deed of Change of Name form, from a commissioner of oaths effecting such a change.

## **10. FOREIGN STUDENTS**

Foreign students will pay full fees as may be determined by the University College Council from time to time. Nothing else for foreign students - Student visa? Language proficiency? CUE/KNQA equation letter? Medical cover? etc

## **11. STUDENTS' HANDBOOK**

The University College Student Information Handbook stipulates all the regulations that will govern your conduct as a student in this University College.

Please make sure that you are familiar with the content of this document, which is available in your student portal

## **12. MATERIALS REQUIRED BY THE STUDENTS**

Students are required to provide themselves with the following:

- (i) Academic Stationery
- (ii) Books and equipment (depending on the degree course one is registered for)
- (iii) Clothing and upkeep money.
- (iv) Beddings (Bedcover, Blankets, Sheets, Bucket, etc.)
- (v) Personal effects
- (vi) A laptop – for accessing the necessary e-learning resources and actively participating in courses offered online.

## **13. SPECIAL REQUIREMENT**

- (i) Requirements for Bachelor of Science (Nursing) Students.
  1. Full uniform and Name Tag (students to be guided by the School of Health Sciences upon registration)
  2. White dust coat
  3. Stethoscope
  4. A pair of nurses' scissors
  5. A pen torch
  6. A nurse's watch
  7. Thermometer

8. Tape measure
9. Sefetalscope
10. Vaccination against Hepatitis B (to be organized by the School of Health Sciences)
11. Indexing by the Nursing Council of Kenya package

Item	Cost (Kshs.)
Indexing Fee	5,000.00
Procedure Manual	3,000.00
Scope of Practice	250.00
Code of Conduct	250.00
Standards of Nursing Education and Practice	250.00
Bachelor of Science (Nursing) Training File	800.00
Convenience fee	50.00
<b>Total</b>	<b>9,600.00</b>

**NB/ Payment of this KSh. 9,600.00 is done directly to the Nursing Council of Kenya.**  
 Students will be required to make the payment through mobile money **during registration** under the guidance of the School of Health Sciences.



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ADMISSION NUMBER: .....

**LETTER OF ACCEPTANCE TO ABIDE BY  
UNIVERSITY COLLEGE RULES AND REGULATIONS**

**(To be completed and returned by those accepting the offer.)**

Regulations Governing the Conduct and Discipline of the Students of the University College, prepared in accordance with the Universities Act and the Mama Ngina University College policies and guidelines, are reproduced below. Read them carefully and confirm your willingness to abide by them by signing at the end of this document.

**REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF THE STUDENTS OF THE UNIVERSITY COLLEGE**

**1. DEFINITION OF STUDENT:**

- (a) All students who have been formally admitted to a course of study for an Undergraduate degree within the University College.
- (b) All occasional students who are registered students of another University or constituent College but are admitted to courses of study within Mama Ngina University College.
- (c) All postgraduate students who are registered for higher degree courses within the University College.

**2. PRINCIPAL'S POWERS**

The regulations and control of students' behavior shall be administered by the Principal on behalf of the Council.

**3. REGULATIONS**

The following regulations shall apply to all students:

**(a) Motor Vehicle**

A student may not keep a motor vehicle on University College premises without written permission from the University College Management. Such permission will not be given without proof of a current driving license, a valid tax license and a current certificate of insurance. Such permission may be refused or withdrawn without assigning any reason thereof.



**(b) Responsibility of University College Property**

A student or group of students will be held responsible for any damage of University College property resulting from misuse or willful destruction of such property by the student or group of students.

**(c) Academic Responsibility**

Attendance to lectures, tutorials, seminars, practicals, and other scheduled courses of instruction is compulsory. The inability to attend classes for a week or more due to illness or any other acceptable reason should be communicated to the Registrar (ASA) in advance, detailing reasons for absence from campus.

**(d) Noise**

It shall be an offence against the University College regulations to create unreasonable noise or behave in an unruly or rowdy manner to the disturbance or annoyance of other occupants of the University College premises.

**(e) Loss of or Damage to Students' Property**

The University College disclaims all responsibility for loss of or damage to students' property while on the University College premises.

**(f) Fire Fighting Appliances**

It shall be a serious offence against the University College regulations to interfere with, damage or remove, other than for firefighting purposes, any firefighting appliances.

**(g) Procession and Demonstration**

- (i) It shall be a serious offence for any student or group of students whilst within the University College to convene, organize, participate in any way, be involved in any demonstrations gatherings or processions or in any unauthorized ceremonies, gatherings or demonstrations for which permission has not been obtained from the university governing authorities.
- (ii) It shall be a serious offence for any student or group of students to organize or participate in pickets or in any manner prevent any student or member of staff from performing their normal duties.

**(h) Drunkenness**

Whereas consumption of alcohol is not prohibited, drunkenness and disturbances of other students because of drunkenness will constitute a serious offence.

**(i) Drug-taking and Possession of Drugs**

It is a serious offence against the University College regulations to possess or take drugs as a student of this University College.

**(j) Correspondence**

- (i) No student shall make any public statement on matters affecting the University College without authority from the Principal.

- (ii) Correspondences to the press or other mass media by members of the University College in their individual capacity, individual students or officials of the students' organization and other students should bear their individual names and their private address.
- (iii) Correspondence by individual students or by officials of the students' organizations (including students' societies) to representatives of foreign governments or other sponsoring bodies shall be sent through the Office of the Head Students Affairs and Outreach, who will forward as appropriate.
- (iv) Invitation to Government Ministries, representatives of foreign governments or other important persons to visit the University College in their official capacity shall be notified to the University College authorities in good time.

#### 4. DISCIPLINARY PROCEDURES

##### (a) Academic Matters

- (i) Within the Universities Act (2012), the Charter and the Statutes empower the Senate to discipline all students on all academic matters.
- (ii) The Senate makes determinations on who repeats which year, breach of examination regulations and who is to be discontinued from approved programmes of study. The decision of the Senate is binding, subject only to an appeal for review based on fresh evidence.

##### (iii) Breach of Examination Regulations

#### What Constitutes an Examination Offence or Irregularity?

- a) Passing or receiving relevant verbal, written or electronic communication (relevant to the examination) to or from other candidates or any other source during the examination.
- b) Unauthorized possession of used or unused examination answer booklet(s) outside the examination room or unauthorized possession of used or unused examination answer booklet(s) inside the room, other than the one issued during that particular examination.
- c) Possession/having any unauthorized written, graphic or recorded material or otherwise, in the examination room.
- d) Copying and/or referring to other candidate's answer booklets, or any other source e.g. parts of the body, clothing etc.
- e) Possession of any notes recorded on paper, parts of the body or clothing.
- f) Possession and/or use of a mobile phone, i-pods, electronic note book or any unauthorized electronic gadget(s) or source inside the examination room.
- g) Returning examination answer booklets with written answers after the examination.
- h) Plagiarism, i.e. falsely accessing another person's work and appending one's name and signature claiming to be one's own. This includes but not limited to copying other candidate(s) written, published or unpublished material.
- i) Disrupting the conduct of examinations.
- j) Destroying evidence pertaining to examination irregularity.

- k) Failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet.
- l) Presenting oneself for an examination in a unit for which one is not registered for.
- m) Claiming for marks in a unit one knows he/she did not register for and/or sit for the examination.
- n) Writing on the examination question paper.
- o) Reading from other candidates' answer scripts or question papers.
- p) Permitting any other candidate to read or copy from one's examination scripts.
- q) Impersonation of other candidates or being impersonated during examination.
- r) Deliberate failure or refusal to hand in the examination script at the end of the examination.
- s) Assaulting and/or threatening an invigilator in the course of his/her duty.
- t) Involvement in and/or influencing tampering with examination data.
- u) Any other offence that is deemed to constitute an examination irregularity.

**N.B: Involvement in any examination irregularity will automatically lead to expulsion from the University College.**

**(b) General offences**

The Senate Students Disciplinary Committee set up under the University Statutes is composed of:

- (i) Deputy Principal (AROSA) - **Chairperson**
- (ii) Two student representatives (Students Association Chairperson and Academic Secretary)
- (iii) One Senate Representative
- (iv) Chairperson of respective Department
- (v) Dean of respective school
- (vi) Head of Students Affairs
- (vii) Registrar (ASA) - **Secretary**

The Committee deals with all examination irregularities and general offences committed by students in their day to day activities within the University College other than the offences the University College considers as major offences.

A student shall be given an opportunity of being heard before the Students Disciplinary Committee makes its decision.

Under the Senate Students Disciplinary Committee, the penalties for the various general offences will vary according to the gravity of the offence.

**The penalties will include:**

- (i) Letters of warning which will be carried in the Students' file.
- (ii) Payment for damages.
- (iii) Suspension from the University College for a Specific Period of time.
- (iv) Expulsion from halls of residence, where applicable.
- (v) Expulsion from the University College.





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**LETTER OF OFFER ACCEPTANCE BY THE STUDENT**

**(To be completed by those ACCEPTING the offer)**

Dear Sir/Madam

With reference to your letter offering me a place in the School of .....

.....

For a course leading to a degree in .....

.....

This is to confirm that **I DO ACCEPT** the offer, and **I DO PROMISE TO ABIDE** by the Rules and Regulations governing the organization, conduct and discipline of Mama Ngina University College as spelt out in the “Regulations Governing the Conduct and Discipline of the Students of the University College”.

FULL NAME: \_\_\_\_\_  
(SURNAME) (OTHER NAMES)

ID NO: .....

P.O. BOX: ..... MOBILE NO: .....

ADMISSION NO: .....

DEGREE ADMITTED: .....

SCHOOL: .....

DEPARTMENT: .....

SIGNATURE ..... DATE: .....





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**LETTER OF NON-ACCEPTANCE OF OFFER BY THE CANDIDATE**

**(To be completed by those NOT ACCEPTING the offer)**

Dear Sir/Madam,

Candidate's Name: \_\_\_\_\_

Admission No: \_\_\_\_\_

With reference to your letter offering me a place in the School of \_\_\_\_\_

For a course leading to a degree in \_\_\_\_\_

This is to confirm that **I WILL NOT ACCEPT** the offer, because of the following reason(s):-

(Mark X against that which is applicable)

1.	Family problems	
2.	Health issues	
3.	I have been offered an Overseas Scholarship	
4.	The University has not offered me the course I applied for	
5.	I have taken on employment	
6.	Any other (state the reason here)	

Yours faithfully, \_\_\_\_\_  
(Surname) (Other Names)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Admission No.....

**STUDENT’S ENTRANCE MEDICAL EXAMINATION**

**IMPORTANT :** Students should bring this form duly signed during the registration.

**NOTE:** A chest X-ray may be required if the Doctor examines a student and feels that it is necessary. The film should be given to the student to bring to the University College Medical Officer during the registration period.

**PART 1:**

(a) SURNAME ..... FIRST NAME: ..... OTHER NAMES .....

DATE OF BIRTH ..... SEX .....

KCSE Index No. ....

NATIONALITY: ..... COUNTY .....

RELIGION: ..... SINGLE/MARRIED: .....

SCHOOL: .....

NAME, ADDRESS AND TELEPHONE NUMBER OF PARENT/GUARDIAN

.....  
.....  
.....

**NEXT OF KIN:** .....

(b) Have you ever been admitted into a hospital? .....

If yes, state reason for admission and date: .....

.....

(c) Have you had any of the following illness?

Tuberculosis or other chest infections      Yes/No



- Fits, Nerveous disease or fainting attacks      Yes/No
- Heart disease or rheumatic fever                      Yes/No
- Any disease of genital-urinary system              Yes/No
- Allergic to food or drug                                  Yes/No
- Malaria    Yes/No
- Sexually transmitted disease                          Yes/No

If the answer to any of the above is **YES**, please give details with dates:

.....

.....

.....

(d) If there are any other relevant details of your medical history not covered by the above, please give particulars.

.....

.....

(e) Has any member of your family suffered from

- (i) Tuberculosis    Yes/No
- (ii) Insanity or mental illness                          Yes/No
- (iii) Diabetes Mellitus                                      Yes/No

(f) Have you been immunized against any of the following diseases:-

- (i) Small pox    Yes/No                      Date: .....
- (ii) Tetanus    Yes/No                      Date: .....
- (iii) Poliomyelitis    Yes/No                      Date: .....
- (iv) Corona    Yes/No                      Date: .....

**Student's signature:** .....

**PART II (TO BE COMPLETED BY THE EXAMINING MEDICAL OFFICER)**

(a) Height ..... Weight: .....

(b) VISUAL ACUITY

Without Glasses R.6/ L.6/

With Glasses R.6/ L.6/

(c) Hearing Right Ear Left Ear

(d) Conditions of: Teeth .....

Nose .....

Throat .....

(e) Lymphatic Glands .....

a. Circulatory System .....

b. Blood Pressure..... Pulse .....

c. Systolic ..... Diastolic .....

(f) Respiratory System .....

.....  
.....  
.....

X-ray Chest if necessary

.....  
.....  
.....  
.....  
.....

**THE STUDENT TO BE GIVEN THE CHEST – X-RAY FILM TO BRING TO THE UNIVERSITY COLLEGE MEDICAL OFFICER DURING REGISTRATION**

(g) Abdomen -----

Spleen -----

Any Evidence of Hernia -----

(h) Urine ..... Albumin ..... Sugar -----

(i) Any observation defects in addition to general record of observation.

.....  
.....



- .....
- (j) Blook Khan Test .....
  - (k) Any other obsevation of importance .....

Date: ..... Signature: .....

Address: .....

Rubber Stamp: .....

**PART III**

(To be completed at the University College)

**SPECIAL REMARKS**

Fit/Unfit for University Education

Is/Is not on treatment at present

DATE: ..... SIGNATURE: .....

**HEALTH OFFICER  
MAMA NGINA UNIVERSITY COLLEGE**





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**EMERGENCY MEDICAL OPERATIONS/ADMISSIONS**

Approval of your parents (or guardian in case none of your parents is alive) is required for the Principal of Mama Ngina University College or his/her designate to give consent on their behalf, for an emergency operation or admission into a hospital to be carried out on you should a situation calling for such an operation or admission into a hospital arise.

**FORM OF CONSENT**

I agree that the Principal of Mama Ngina University College or his/her designate may consent to an emergency operation, or admission into a hospital for my son/daughter if it has proved impossible to contact me.

Name of student.....

Admission No of student.....

Name of Parent/Guardian: .....

National Identity Card No: .....

Mobile Number.....

Signature: .....

Relationship: .....

Address: .....

Date: .....





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**STUDENT'S PERSONAL DETAILS  
(To be completed in duplicate)**



Information required in this form is intended to help the Office of the Registrar (ASA) understand the students better. It will be used for the purpose of improving the student's welfare while at the University.

1. Full Name: .....  
(SURNAME) (OTHER NAMES)
2. Admission Number: .....
3. Date of Birth: ..... Place of Birth .....
4. Sex: Male  Female:  (Tick appropriately)
5. Religion: ..... National Identity Card No: .....
6. SHIF No: ..... Postal Contact Address: .....
7. Nationality: ..... Passpourt No: ..... Country: .....
8. Family Home Address: .....  
Sub-location: ..... Name of Sub Chief : .....  
Ward: ..... Name of the Chief: .....  
Sub County: ..... County: .....
- Mobile Phone Number: ..... E-mail: .....
9. Marital Status  
(a) Single/Married: .....  
(b) Name and Address of Spouse (if married) .....

10. Full name and Address of the Mother: .....

Alive/Deceased: .....

Occupation of Mother: ..... Tel: ..... Email: .....

Full name and Address of the Father: .....

Alive/Deceased: .....

Occupation of Father: ..... Tel: ..... Email: .....

11. Name and Address of Guardian (where applicable)

.....

Occupation of Guardian: .....

Tel: ..... Email: .....

12. Names of siblings and dates of birth

Name	Date of Birth
------	---------------

.....

.....

.....

13. Give names and address of three persons who can be contacted in case of emergency:

Name	Relationship	Address
------	--------------	---------

(i) .....

Tel: ..... Email: .....

(ii) .....

Tel: ..... Email: .....

(iii) .....

Tel: ..... Email: .....

14. Name and address of Secondary School (s) attended, Index number and dates

.....

.....

.....

15. K.C.S.E. or Equivalent Results

Subject	Grade	Subject	Grade
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

KCSE INDEX NUMBER.....

16. Any other Institution/qualificataion:	Qualification and Dates
.....	.....
.....	.....
.....	.....
.....	.....

17. Games/sports: Which games or sports are you interested in?

- (a) Soccer:
- (b) Hockey
- (c) Basketball
- (d) Netball
- (e) Lawn Tennis
- (f) Athletics
- (g) Swimming
- (h) Dart
- (i) Volleyball
- (j) Badminton
- (k) Rugby
- (l) Table Tennis
- (m) Squash
- (n) Martial Arts

If others specify .....

18. Did you represent your School in games/sports? If you did, in what capacity?  
 .....  
 .....

19. Clubs, Societis and Hobbies: which clubs, societies or hobbies are you interested in?  
 Please give details of your partcipation.  
 .....  
 .....  
 .....

20. Please give any information you think is useful to improve your welfare as a student in this University College.

.....  
.....  
.....

21. Give any other information that might assist the University College in knowing you better.

.....  
.....  
.....

22. I certify that the information I have provided is correct:

Signature: ..... Date: .....





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**DECLARATION**

I hereby undertake to complete the course for  
which I have been accepted at Mama Ngina University College  
unless I am requested to discontinue by the University College authorities.

I understand that change of School or Department will  
be permitted only by authority of the University College.

I accept the regulations made from time to time  
for the good order and governance of the University College

Lawfully made by the Principal and  
other duly appointed Officers of the University College.

Name of Student: .....

Admission No.....


ID No: .....

Mobile Telephone Number.....

Signature: .....

Date: .....



	<b>MAMA NGINA UNIVERSITY COLLEGE QUALITY MANAGEMENT SYSTEM</b>	Ref.:	<i>MNUC/AROSA/SOP/ADM/1.0/002A</i>
		Ver.:	<i>1.1</i>
Title:	<b>REGISTRATION FORM</b>	Date:	MAY 2023

*To be filled in duplicate*

**SEMESTER .....ACADEMIC YEAR .....DATE .....**

**A. STUDENTS DETAILS**

Name ..... Admission No. ....  
 Mobile No. .... E-mail Address .....  
 School ..... Degree Program .....

**B. PRESENTATION, VERIFICATION AND SUBMISSION OF JOINING INSTRUCTIONS**

1. **Original** letter of admission.
2. **Original** and Copy of KSCE/Diplomas/Degree Certificates and Result slip/Transcripts
3. **Original** & Copy of National ID Card.
4. **Original** and Copy of SHIF Card/and OR Family Insurance Cover Policy Number
5. Submission of Joining Instructions and copies of documents.

Name of Verifying Admissions Officer ..... PF/ID .....  
 Signature ..... Date .....Stamp .....

**C. ACTIVATION ON THE DATABASE**

Biodata verification stage (Check and Update Order of Names, KCSE, Index No & County)  
 Name of the Activating Officer .....PF/ID .....  
 Signature ..... Date ..... Stamp .....

**D. FINANCIAL OBLIGATIONS (PAYMENT OF HOUSEHOLD FEES)**

Name of Bank ..... Bank Slip No .....  
 Amount paid KShs. ....  
 Name of the Activing Finance Officer .....PF/ID .....  
 Signature ..... Date .....Stamp .....


**E. ISSUANCE OF STUDENT IDENTITY CARD/SMART CARD**

Name of Processing and Issuing Officer .....PF/ID .....  
 Signature ..... Date ..... Stamp .....

**F. RECEIPT OF IDENTIFICATION CARD**

Student's Signature ..... Date ..... Stamp .....

***NB: This form must be submitted to the office of the Registrar (ASA) at the end of the registration process***

	<b>MAMA NGINA UNIVERSITY COLLEGE QUALITY MANAGEMENT SYSTEM</b>	<b>Ref.:</b> <i>MNUC/PRO/SOP/1.0/003C</i>
		<b>Ver.:</b> <i>1.0</i>
<b>Title:</b>	STUDENT CONSENT FORM	<b>Date:</b>

I ..... ID No. ....

Registration Number .....give consent to Mama Ngina University College to use my image and likeness, videos I appear in for their reports, publications, education and awareness materials, and website without expectation for compensation.

This consent is given in perpetuity and does not require prior approval by me.

Name: \_\_\_\_\_

Registration No. \_\_\_\_\_

Signature: \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Date: \_\_\_\_\_