



www.garissauniversity.ac.ke

GARISSA UNIVERSITY

Garissa, KENYA

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OFFICE OF THE REGISTRAR
ACADEMICS & STUDENTS' AFFAIRS

email:
admissions@gau.ac.ke

website:

P. O. Box 1801-70100,

CHECKLIST FOR NEW STUDENTS

1. PERSONAL INFORMATION (in Capital Letters)

2. Name (KCSE) _____ Reg. No. (eg. EDA/0000/2016) _____
3. Mobile No. _____ County _____ P.O.Box _____
4. Department _____ Programme (eg. BBM) _____
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. 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 _____

9. MEDICAL DOCUMENTS @ University Clinic Office

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

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

10. 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 _____

11. 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_____

12. 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_____

13. SIGNING OF NOMINAL ROLL @ Admissions Office Submission

of:

- a). **Copies of ID, KCSE Cert& Academic Documents** [] b). **Personal Details Form**..... []
c). **Letter of Acceptance**..... [] d). **Copy of Checklist Form**.....[]

Name of the Verifying Officer_____ Sign _____Date & Stamp_____