



**OFFICE OF THE DEPUTY VICE-CHANCELLOR
(Academic, Research & Student Affairs)**

Telephones: 020 2310512/18 Email: info@chuka.ac.ke website: www.chuka.ac.ke P. O. Box 109-60400, Chuka

OPENING ANNOUNCEMENT

1. KCSE 2016 STUDENTS: PROCEDURE FOR DOWNLOADING ADMISSION DOCUMENTS

All 2016 KCSE Government Sponsored Programmes (GSP) placed by KUCCPS to Chuka University shall open on **Monday 4th September, 2017**. All the first year students **MUST** attend mandatory orientation on 6th September, 2017. Admission letters and accompanying documents should be downloaded using the following procedure:

Step 1: Go to Chuka University Website: www.chuka.ac.ke

Step 2: Move to '**Prospective students**' submenu on the left and click '**Admission letters (KUCCPS)**'

Step 3. Log in with your **Surname** and **Index Number**.

For example: If your Name is **ODIEK CHEPKIRUI MWANAISHA** and Index Number is **4040303030/2016**, enter your login details as follows:

Step 4: Click '**Submit**'

Step 5. Download your letter and print.

Step 6. On the left, click to download each of the following forms

- 1) Student personal details
- 2) Medical biodata
- 3) Letter of acceptance of offer
- 4) Letter of rejection or deferment of offer

NB. Self-Sponsored Programmes (SSP) applications are ongoing and opening shall be as for the GSS above.

2. CONTINUING STUDENTS

All continuing Chuka University GSP and SSP students shall open on 7th September, 2017. Classes for all students from Year 1 to Year 4 shall commence on Monday 11th September, 2017 at 8.00 am.

3. FEES PAYMENT

All students are recommended to apply for the HELB loans directly at: <http://www.helb.co.ke/>. Students should apply for University accommodation at: www.chuka.ac.ke. Money for tuition fees and other charges should be paid into the accounts shown below and payment slips presented to the Finance Department on the opening date.

Name of the Bank	Account Number	Branch
Kenya Commercial Bank	1103755439	Chuka
Cooperative Bank	01129058189900	Chuka
Equity Bank	0210261453469	Chuka
Family Bank	054000002641	Chuka
Stanchart	0102024755200	Meru
Barclays	2035727666	Chuka

For clarification, contact the Registrar (Academic Affairs) through email: raca@chuka.ac.ke, or Tel.: 0202329073.
Deputy Vice-Chancellor (Academic, Research & Student Affairs)