



UNIVERSITY OF KABIANGA
ISO 9001:2015 CERTIFIED INSTITUTION
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

SUBJECT: FIRST YEAR STUDENTS' REPORTING GUIDE 2023/2024 ACADEMIC YEAR

The above subject matter refers.

All First Year students (2023/2024 Academic Year) are expected to **report** to the University (respective Campuses) as per the following Schedule. Note that the registration exercise will take place between **8.00 am** and **5.00pm**.

S/No	School	Reporting Date	Campus	Orientation Start Date
1.	School of Education, Arts and Social Sciences	28 th August, 2023 Monday	Main	29 th August, 2023
2.	Town Campus	28 th August, 2023 Monday	Kericho Town	29 th August, 2023
3.	School of Health Sciences	28 th August, 2023 Monday	Kapkatet	29 th August, 2023
4.	School of Agricultural Sciences and Natural Resources	29 th August, 2023 Tuesday	Main	30 th August, 2023
5.	School of Business and Economics	29 th August, 2023 Tuesday	Main	30 th August, 2023
6.	School of Science and Technology	29 th August, 2023 Tuesday	Main	30 th August, 2023

If necessary, students may be accompanied by parents / guardians. Note that parents / guardians will **NOT** be allowed at the registration venue. They will be

required to stay at a designated area as will be directed by the security personnel.

1. Downloading Your Documents

- i. You will receive an SMS from UoK containing your **Password**, **Username** and a **link**, Click on the link <http://osr.kabianga.ac.ke> and log in.
- ii. If you **DO NOT** receive an SMS with **Password** and **Username** from UoK, visit the University of Kabianga website, click <http://osr.kabianga.ac.ke> click **instructions**, then **my password** and log in.
- iii. On the right, under **Students Dashboard**, click **My Admission Letter**. The PDF document displayed is your downloadable admission letter.
- iv. On the right, under Students Dashboard, click **Admission Documents**. The PDF documents displayed are your downloadable admission documents. Download and **fill in the forms**.

2. Required Documents

Students are expected to submit both scanned soft copies and hard copies of their documents. Any information found to be untrue will automatically lead to disqualification and expulsion from the University.

For the soft copies,

I. Scanning Your Documents

- a. Scan your admission documents **CONTINUOUSLY** in **ONE PDF DOCUMENT** in the following order and upload them before 20th August, 2023 through <http://osr.kabianga.ac.ke>
 - i. Personal Details (Ensure you attach your passport)
 - ii. Acceptance form
 - iii. National ID or Birth Certificate
 - iv. KCSE Certificate / Result slip
 - v. Secondary School Leaving Certificate
 - vi. KCPE Certificate
 - vii. Primary School Leaving Certificate

II. Uploading Your Documents

- b. Rename your PDF Document to your **KCSE Index number-KCSE Year**
E.g. **123456789-2022** (There is no spacing between the two numbers)
- c. On the right, under Students Dashboard, click **Upload Documents** then input the following,

Part 1: **Your Mobile Number.**

Part 2: **Teaching Subjects (Only for Education students)**

Part 3: Click on Choose File to attach your PDF Document, and then click **Update.**

For a technical support, send an email to ictsupport@kabianga.ac.ke or Call **0704-242720.**

For the hard copies,

On the reporting date, you will be required to submit the following (**hard copies**):

- i. **ORIGINAL** Identity card (or birth certificate for those who do not have IDs)
- ii. **ORIGINAL** KCSE results slip

NOTE: Ensure you receive your original documents back after verification.

III. Documents Presentation

Every student is expected to organize the documents as follows. All documents **MUST** be **properly stapled** (number 'i' should be on top).

- i. Dully filled in personal details form (attached Passport-sized photo taken on a blue background)
- ii. Copy of KCSE result slip and KCPE certificate plus leaving certificates for the two levels of learning.
- iii. Copy of National Identity card or birth certificate
- iv. Dully filled in acceptance form
- v. Copy of admission letter

The duly filled in medical form will be submitted to the University Health Unit after registration.

NOTE: Students' registration numbers should be indicated on every copy (paper).

3. ACCOMMODATION

The University has limited accommodation and rooms shall be allocated on a first come first served basis upon reporting to the University. Arrangements have been made with the hostel owners around the university to accommodate those who will not be accommodated within the university.

The available bed spaces available at main campus are as follows:

HOSTEL	ROOM CAPACITY (number of persons sharing)	GSSP RATES (Academic year)	PSSP RATE (Academic year)	ROOM DEPOSIT	GENDER
1	3	7,000	10,000	500	FEMALE
4	3	7,000	10,000	500	FEMALE
5	2	9,000	14,000	500	MALE
6	3	7,000	10,000	500	MALE
7	3	7,000	10,000	500	FEMALE

4. FEES PAYMENT GUIDE

University fees should be paid before **25th August, 2023**.

All Tuition and accommodation fees are payable to the following University of Kabianga bank accounts. **Personal cheques and cash are not accepted**

i. Co-operative Bank Kericho Branch

Government sponsored students account: 01129335586400

Privately sponsored student account: 01129335586401

ii. Kenya Commercial bank Kericho Branch

Government sponsored students account: 1120671299

Privately sponsored student account: 1120671418

Accommodation account: 1120671450

iii. Equity Bank Litein Branch

Government sponsored students account: 0530271957342

Privately sponsored student account: 0530271957475

Note:

- Fees structures can be downloaded from the University's website www.kabianga.ac.ke downloads.
- Following your placement in this University, you are eligible to apply for a government scholarship loan and bursary to assist you with your educational expenses. If you require government financial support you **MUST** make an application for consideration through the official scholarship and loan application portal www.hef.co.ke. Should the government scholarship, loan and bursary not be sufficient to cover the

entire cost of your programme the remaining fees balance will be the responsibility of your parent/guardian.

5. ICT AND ONLINE SUPPORT DETAILS

- i. **REGULARLY** visit University website: www.kabianga.ac.ke
From the website, you will get all the information on how to register, pay fees and register for courses.
- ii. **REMEMBER** your university of Kabianga student's email address and always log in to check for emails and communication. It is the primary communication channel at the moment. In case of any difficulty accessing your email, contact ictsupport@kabianga.ac.ke giving your name and registration number.
- iii. **YOU** are required to provide your current mobile numbers during admission and registration. Update your university details by sending an e-mail to admissions@kabianga.ac.ke whenever you change your mobile number.
- iv. For online portal services visit www.portal.kabianga.ac.ke. **ONLY** students who are registered and have paid fees will be given login details for these services.
- v. Every student is **advised to** have a laptop, tablet, a desktop or a smartphone as well as a reliable internet connection.

6. GUIDELINE FOR BACHELOR OF EDUCATION STUDENTS

In addition to meeting the minimum cluster points required for a Bachelor of Education programme, the following are other key requirements that one needs to fulfill before undertaking the course.

- i. At least a C+ in the two teaching subjects
- ii. At least a C plain in English if English is not a teaching subject
- iii. At least a C plain in Mathematics for Bachelor of Education (Science) (if Mathematics is not a teaching subject) and a D+ for Bachelor of Education (Arts)
- iv. At least a C+ in Mathematics and Physics for those who want to take Computer studies.

Subject Combinations

Currently, the school offers the following subject combinations. Students are advised to seek for further advice if they don't fit in any of the combinations:

- i. **Bachelor of Education (Arts)**
 - a. English/Literature (ENG/LIT)

- b. Mathematics/Business (MAT/BUS)
- c. Geography/Business (GEO/BUS)
- d. Kiswahili/Geography (KIS/GEO)
- e. Kiswahili/History (KIS/HIS)
- f. History/Religion (HIS/REL)
- g. History/Geography (HIS/GEO)
- h. Geography/Mathematics (GEO/MAT)
- i. Kiswahili/Religion (KIS/REL)
- j. Geography/Religion (GEO/REL)

ii. Bachelor of Education (Science)

- a. Chemistry/Biology (CHE/BIO)
- b. Chemistry/Mathematics (CHE/MAT)
- c. Mathematics/Biology (MAT/BIO)
- d. Mathematics/Physics (MAT/PHY)
- e. Physics/Chemistry (PHY/CHE)
- f. Mathematics/Computer studies (MAT/COMP)
- g. Biology / Agriculture (BIO/AGR)

iii. Bachelor of Education with Guidance & Counseling

- a. English/Literature (ENG/LIT)
- b. Mathematics/Business (MAT/BUS)
- c. Geography/Business (GEO/BUS)
- d. Kiswahili/Geography (KIS/GEO)
- e. Kiswahili/History (KIS/HIS)
- f. History/Religion (HIS/REL)
- g. History/Geography (HIS/GEO)
- h. Geography/Mathematics (GEO/MAT)
- i. Kiswahili/Religion (KIS/REL)
- j. Geography/Religion (GEO/REL)
- k. Chemistry/Biology (CHE/BIO)
- l. Chemistry/Mathematics (CHE/MAT)
- m. Mathematics/Biology (MAT/BIO)
- n. Mathematics/Physics (MAT/PHY)
- o. Physics/Chemistry (PHY/CHE)
- p. Mathematics/Computer studies (MAT/COMP)
- q. Biology / Agriculture (BIO/AGR)

NB: Early Childhood Education programme has no subject combination.

7. CLUBS, SOCIETIES, GAMES AND SPORTS

Students are advised to choose and participate in at least one of the following registered Clubs and Societies as well as Games and Sports. Indicate your choice(s) on the personal details form.

a. Clubs and Societies

Religious Associations

- i. Catholic Students Association (CSA)
- ii. Christian Union Students' Association
- iii. Messianic student Fellowship
- iv. University of Kabianga Muslim Students Association (UKAMSA)
- v. University of Kabianga Seventh Day Adventist Group (UoKSDA)
- vi. UoK Repentance and Holiness Students Fellowship (UoKRHSF)

Professional and Other Associations

- i. Accounting Students Association (ASA)
- ii. Ajira Club
- iii. Chama Cha Kiswahili Cha Kabianga (CHAKIKA)
- iv. Drama Club
- v. French Club
- vi. Human Rights Club
- vii. I Choose Life (SI CL)
- viii. University of Kabianga Students Teachers Association (UKSTA)
- ix. UoK Actuarial Science Students'
- x. UoK Agro-Forestry and Environment Conservation Students Association
- xi. UoK Biochemistry Society
- xii. UoK Economic Students Association
- xiii. UoK Peace Initiative Forum(UoKPIF)
- xiv. UoK Professional Development Association(UoKPDA)
- xv. UoK Red Cross
- xvi. UoK Science Students Organization Club
- xvii. UoK Statistics Students Association
- xviii. UoK Youth Alliance for Leadership and Development in Africa (YALDA)

b. Games and Sports

- i. Athletics
- ii. Badminton
- iii. Basketball
- iv. Chess

- v. Darts
- vi. Football (for both male and female)
- vii. Handball
- viii. Hockey
- ix. Karate
- x. Netball
- xi. Rugby
- xii. Scrabble
- xiii. Table Tennis
- xiv. Taekwondo
- xv. Volley ball

8. STEPS IN ADMISSION AND REGISTRATION OF NEW STUDENTS 2023/2024 ACADEMIC YEAR

Admission of new students will take place in **LTB IV (Ground Floor)** and will follow the steps provided below:

STEP 1: RECEPTION DESK

- a. Fee payment verification desk - submission of the fee deposit slip/M-Pesa SMS
- b. Students to be issued with files to file duly filled in forms and **photocopies** of their documents (Students to write their Names, Admission Numbers, Schools and Degree Courses on the file and file the documents in the order following order as given in **1(b) above**).
 - i. Dully filled in personal details form (attached Passport-sized photo taken on a blue background)
 - ii. Copy of KCSE result slip and KCPE certificate plus leaving certificates for the two levels of learning.
 - iii. Copy of National Identity card or birth certificate
 - iv. Dully filled in acceptance form
 - v. Copy of admission letter

Note: number i should be on top).

i. STEP 2: REGISTRATION/ADMISSION DESK

- a. Registration of students into the ERP system
- b. Submission of the file containing documents

STEP 3: HOSTELS DESK

- ii. Room allocation (where applicable)

STEP 4: FINANCE DESK

Uploading of fees payment in the ERP system

STEP 5: HEALTH UNIT DESK

Submission of dully filled health form

STEP 6: DEAN OF STUDENTS' DESK

- a. Issuance of Students & Parents Handbook
- b. Registration of persons with disabilities (PWDs)
- c. Identify special cases that need Counseling (when need arises)

9. CHANGE OF PROGRAMMES

To **change programme**, one should have been admitted to the initial programme and cleared fees. Details of the various programmes will be communicated during the orientation. Students are therefore advised to attend the orientation sessions before applying for change of programme. Students should also get more information on the programmes they are admitted to from their respective schools before seeking to transfer.

Conditions for successful change of course/programme are:

- a) availability of vacancies in the requested programme
- b) Students should meet the programme cut-off points.

Application for **Inter/Intra-Departmental/School shall be done online. More information will be provided during the orientation.** The transfer will be considered complete only after students are issued with transfer letters.

We wish you all the best as you prepare to join University of Kabianga and during your studies.



DR. CECILIA SANG
REGISTRAR (AA)