



KISII UNIVERSITY

OFFICE OF THE ACADEMIC REGISTRAR

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P.O.Box 408-
40200
KISII - KENYA

REG. NO: edp11/00058/22
NAME: AKINYI DIANA ODEKA
EMAIL: edp110005822@kisiiversity.ac.ke

Mobile No.: 0705549650
ADDRESS:

09/04/2026

Dear AKINYI DIANA ODEKA.

RE : ADMISSION LETTER

Following your application for Undergraduate studies, we are pleased to inform you that you have been offered admission to Kisii University for **BACHELOR OF EDUCATION (ARTS)** Degree programme in the **SCHOOL OF EDUCATION AND HUMAN RESOURCE DEVELOPMENT**. The programme is designed to take **4 years consisting** of 2 semesters each. The programme will be offered at **Kisii University - MAIN CAMPUS** and you will be required to report to the University for registration and commencement of semester 1 studies of **2022/2023** academic year on **23 August 2022**.

Your Registration as a student of Kisii University shall be subject to the following conditions:

1.Verification of your qualifications by the University.You must,therefore,present the originals of the following documents:

KCSE results slip or certificate,Medical certificate,school leaving certificate,national ID(or birth certificate) at your registration.

2.To accept,by signing;a declaration form,to adhere to all University Rules and Regulations governing Students Conduct.

3.Payment of all the fees and charges for Government Sponsored Students as set out in the fees structure downloadable on our website kisiiversity.ac.ke

-NOTE : This offer is valid for **ONLY TWO** Academic Years.

Please note that the University fees and charges are determined by the University Council.The council may revise the fees structure at any time it deems necessary.

All students **MUST** pay the required fees in the following Banks;

Bank	Branch	Account Number	Account Name
Any National Bank of Kenya University	Kisii	012300350090000	Kisii
Any Cooperative Bank of Kenya University	Kisii	01129297079400	Kisii

No cash payment provision will be made in any campus.Ensure that all Fee Deposits Bear Student Details i.e.Student Name and Registration/Admission/Reference Number.

You will also be required to make your own arrangements during the year to meet the following expenses;
Books,Accomodation & Catering.

The University has limited accomodation in the halls of residence.However due to the limited spaces in our hostels,students will be allocated rooms on first come-first served basis.Students who will not secure accomodation within the University will be guided on how to secure accomodation in privatge hostels situated within the University Surrounding.The University has made an effort to partner Private Hostel owners in order to support our students to obtain secure campus accomodation during their studies.Please note that you are expected to meet the costs for off-campus accomodation.Information regarding the private hostels will be provided at the registration desk.For any enquiries contact the **Chief Halls Officer** either through:dcho@kisiiversity.ac.ke or +**254720585970** or by visiting or facebook page **KSU-HALLS DEPARTMENT.**

**NB:DO NOT MAKE AN MPESA PAYMENTS TO ANYONE TO SECURE UNIVERSIT
ACCOMODATION**



Dr.Joash M.Kerongo,Ph.D
Ag.**REGISTRAR(AA)**

Kisii University Virtual Admission Process steps.

1. Go to <http://digital.kisiiuniversity.ac.ke/students/admissions/center>, enter your **Index Number/2022** (e.g. **0123456789/2022**) and click search.
2. Download **admission Letter** attached with the **Fees Structure**.
3. To login to your account, click on **“Directly Login to my account to self-admit”**.
4. Accept the offer and proceed with your registration (if you wish to defer your studies, click defer button).
5. Once on the main dashboard. Start your Admission by clicking the Admission Step 1-5 and filling in the details required. Every time you are done filling a segment ensure you Click next/continue to take you to the next section.
6. At the Admission Step 4(Medical Desk) Ensure you fill in your details in form KSU 7A then visit a hospital for a doctor to fill for you KSU 7B after examining you, and finally your parent to fill KSU 8.
7. Make payment via National Bank Account Number 01230035009000 and fill in the transaction number. You are eligible to apply for a government scholarship, loan and bursary to assist you with your educational expenses by making application through www.hef.co.ke.
8. At this point wait for us to approve on our end before downloading the forms. You will also be able to access the Hostel Booking system then you can book and pay. Be advised that we have very minimal accommodation facilities and they will be allocated on the first come first serve basis. We shall organize for other Private Hostels with whom we work closely with to be present on the Admission day at the Admission Field.
9. Finally ensure you print and arrange your forms in this order:
 - a. Admission Letter, **KSU 6, KSU 2, KSU 4, KSU 7A, KSU 7B, KSU 8 and a copy of the Bank Fee receipt.**
 - b. Attach to this forms also your form four certificate or results slip, birth certificate ID/Passport.
 - c. Make two sets of copies of documents in 9(a) and 9 (b) above for submission on admission day.

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Government scholarship,Bursary and Helb application process

S/N	Category	Scholarship % on Tuition	HELB % on tuition	Household % on tuition	Upkeep (Ksh)
1	Band 1	70	25	5	60,000.00
2	Band 2	60	30	10	55,000.00
3	Band 3	50	30	20	50,000.00
4	Band 4	40	30	30	45,000.00
5	Band 5	30	30	40	40,000.00

1. Make an application for consideration through the official scholarship and loan application portal www.hef.co.ke.
2. Once on the portal click apply now and follow the instruction given by the Government.

Kisii University Online Admission Process steps.

1. Go to <http://digital.kisiiuniversity.ac.ke/students/admissions/center>, enter your **Index Number/2024** (e.g. 0 123456789/2024) and click **search**.

2. Download your **admission Letter**.

3. To login to your account, click on **“Directly Login to my account to self-admit”**.

4. Accept the offer and proceed with your registration.

5. Once on the main dashboard. Start your Admission by clicking the Admission Step 1-5 and filling in the details required. Every time you are done filling a segment ensure you Click next/continue to take you to the next section.

6. At the Admission Step 4 (Medical Desk) Ensure you fill in your details in form KSU 7A then visit a hospital for a doctor to fill for you KSU 7B after examining you. Transfer the details the doctor filled in form KSU 7B into the online system as well.

7. Ask your parent to fill in form KSU 8 and sign accordingly as well.

8. At this point wait for us to approve on our end before downloading the forms. You will also be able to access the Hostel Booking system then you can book. Be advised that we have very minimal accommodation facilities and they will be allocated on the first come first serve basis. We shall organize for other Private Hostels with whom we work closely with to be present on the Admission day at the Admission Field.

9. Finally ensure you Download and print your admissions forms:

a. Attach to this forms also your form four certificate or results slip, birth certificate, ID/Passport.

b. Make two sets of copies of documents in 9(a) above for submission on admission day.

Make two sets of copies of documents in 9(a) and 9 (b) above for submission on admission day.

NOTE:

1. You are encouraged to have a laptop for your learning since some courses will be offered online.
2. You **MUST** apply to the scholarship and loans portal on www.hef.co.ke to know fees chargeable for your programme.