



## Kenya Highlands Evangelical University

**NAME: DEBORAH KARIMI**

**REG NO. BRM/026/2020**

10<sup>TH</sup> JUNE, 2020

Dear **DEBORAH KARIMI**

**RE: LETTER OF ADMISSION:**

On behalf of the Kenya Highlands Evangelical University, I am pleased to let you know that you have been offered admission to study **BACHELOR OF SCIENCE (RECORDS MANAGEMENT AND INFORMATION TECHNOLOGY)** in the Department of **INFORMATION SCIENCE** through KUCCPS (Government sponsored).

The reporting date is tentatively on **Tuesday 1<sup>st</sup> September, 2020** pending Government direction. This is a mandatory session that all newly admitted students must participate in. Classes for the first semester will begin on **7<sup>th</sup> September, 2020**. All students are advised to initiate early registration which will be opened from **1<sup>st</sup> to 4<sup>th</sup> September, 2020**. To facilitate your registration please observe the following:

**Registration**

**Requirements Fees:**

Please find attached fee structure.

Ensure that you complete the registration process by completing the joining instruction and presenting to the admissions office having met the following other requirements:

- Original letter of admission offer;
- Customer copy of Fees Bank deposit slip (you are expected to pay full fee);
- Original and copy of KCSE result slip
- Original and copy of either National Identity Card or Passport;
- Original and copy of birth certificate;
- A copy of parent/guardian national ID card;
- 4 copies of recently taken coloured passport size photographs with white background;

### **HIGHER EDUCATION LOANS BOARD (HELB)**

It is advisable that all students admitted to Universities in Kenya apply for loan from The Higher Education Loans Board (HELB). Visit HELB website “[www.helb.co.ke](http://www.helb.co.ke)” and apply online. All students who are given admission offer this year are advised to use details in the admission letter to apply for HELB funding regardless of reporting date. You should familiarize yourself with HELB requirements from their website.

### **JOINING INSTRUCTION**

Registration form provides students with vital information and is also used for documenting students’ biodata. You are required to complete all relevant sections of the form and submit it at the point of registration.

### **ACCOMMODATION**

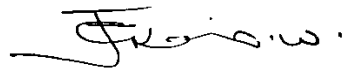
The university has limited accommodation rooms which are highly competitive at a cost of Kshs 6,000 per semester; the Dean of Students has a supplementary list of privately managed hostels which charge between Kshs 6,000 and Kshs 9,000 per semester for accommodation. All students should have secured accommodation and settled by 4th September 2020 to enable them attend classes.

### **SPECIAL INSTRUCTIONS**

Please do not seek assistance in paying fees from anyone other than staff in the Finance Office.

We look forward to your positive experience at Kenya Highlands Evangelical University.

Yours sincerely



Mrs. Jeniffer Chepyegon  
**Ag. Registrar ( Academic Affairs)**