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**GARISSA UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
**ACADEMICS & STUDENTS' AFFAIRS**

email:  
 admissions@gau.ac.ke

**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. 1<sup>st</sup>, 2<sup>nd</sup>) \_\_\_\_\_ 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..... [ ]
- b) Student's National ID No.....[ ]
- c) KCSE Certificate/Result Slip No..... [ ]
- d) Academic Documents eg Certs:Diploma, Degrees.....[ ]
- e) Submission of **Copies of b), c) & d)** above.....[ ]
- 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 \_\_\_\_\_