



KAIMOSI FRIENDS UNIVERSITY

Office of the Registrar (Academic Affairs)

REGISTRATION & ORIENTATION PROGRAMME

FIRST YEAR, 2025/2026, ACADEMIC YEAR

THEME: EMPOWERING MINDS, SHAPING FUTURES

Day 1 -2: Monday 1st September 2025 & Tuesday 2nd September 2025

8a.m – 4pm: Arrival of ALL First-year students and Commencement of Registration.

Table 1: Steps to be followed During the Registration Exercise

STEP	ACTIVITIES	VENUE	RESPONSIBLE OFFICER (S)
Step 1 A	a) Reporting Desk (Verification and /or submission of documents) <ul style="list-style-type: none"> Original letter of admission. Original and certified copies of K.C.S.E Result slip or Certificate. Original National and copy of I.D. Card/Birth certificate Personal details form duly filled (SECTION A: Page 1-3) Consent form duly filled Two Passport size photographs 	ASSEMBLY HALL Governor's Hall OLD Library Nursing Rooms (Lecture Room 1&2)	Registrar AA staff Deans of Schools CODS of respective departments ALL Administrative staff and clerks ICT staff
Step 1B	Data entry and reporting of student in the system		
Step 2	Signing of the Nominal Roll	At respective venues above	Deans of Respective schools
Step 3	Submit a copy of KAFU/F/501/001; (Section B: Page 4-5).	At respective venues above	Dean-Student Affairs staff
Step 4	Submit a copy of KAFU/F/501/001; (Section C: Page 6-7).	At respective venues above	Health Unit
Step 5	Fee payment and related matters	At respective venues above	Finance office staff
Step 6	Library information	At respective venues above	Library staff
Either Step 7A	Hostel Desk Confirmation of booking of University Hostel	ICT lab	Hostel officers
Or Step 7B	i. Allocation of room at University Hostel Or ii. Private Hostel Booking a hostel room at the Private Hostels Desk	ICT Lab	Hostel staff. Private Hostel Owners Desks. Non-Resident Student Reps Wardens of external Hostels. In charge, Hostels
Step 8.	HELP/HELB DESK (OPTIONAL) For Funding and Related Challenges	ICT Lab	Mr. Joseph Kwabock Ms. Georgina Mwanasia

END OF ADMISSION PROCESS



Kaimosi Friends University (KAFU) is ISO 9001:2015 certified



KAIMOSI FRIENDS UNIVERSITY

Office of the Registrar (Academic Affairs)

ORIENTATION PROGRAMME

THEME: EMPOWERING MINDS, SHAPING FUTURES

Day 3- Wednesday, 3rd September, 2025

Time	Activity	Responsible Office	Venue
8.30 am - 10.00 am	Address by Students Affairs Staff i. Hostels Officer ii. Wardens iii. Sports Tutor iv. Catering Officer v. Health Services Officer vi. Dean of Students	Dean of Students	Hockey Pitch
10.00am-10.30am	Short Break		
10:30-12:30 pm	Address by Academic Registrar - In charge Admissions - In Charge Student Records - Front Office Manager - SAR (AA)	Registrar (AA)	Hockey Pitch
12:30pm- 1:00pm	Directorate of Examinations	Director, Examinations	Hockey Pitch
1.00 pm - 2.00 pm	Lunch Break		
2.00 pm - 2.30 pm	Introduction of Administrative and Non-Academic staff, and Address by Deputy Vice Chancellor (AFP&D)	Registrar (Admin & HR)	Hockey Pitch
2.30 pm - 4.00 pm	Remarks by: i. Registrar (Administration) ii. Finance Department iii. Estates Department iv. Security		
4.00 pm - 5.00 pm	University Librarian	Librarian	Hockey Pitch

Day 4- Thursday, 4th September, 2025

8.30am–10:00 am 8.30am–9:20 am 9.15am–10:00 am	General meeting <ul style="list-style-type: none">• Introduction of Academic staff and address Deputy Vice Chancellor (ASA&R)• KASNEB	Registrar (AA) Dean, SOBE	Hockey pitch
10:00am-10:30am	Short Break		
10.30am - 1.00 pm	Dean SESS, CODs and Staff	Dean SESS	Hockey Pitch



Kaimosi Friends University (KAFU) is ISO 9001:2015 certified

10.30am - 1.00 pm	Dean SOBE, CODs and Staff	Dean SOBE	LR 5
10.30am - 1.00 pm	Dean SCIT, CODs and Staff	Dean SCIT	Governors Hall
10.30am - 1.00 pm	Dean SOSCI, CODs and Staff	Dean SOSCI	LR 3
10.30am - 1.00 pm	Dean SOHES, CODs and Staff	Dean SOHES	Assembly Hall
1:00pm-2:00pm	Lunch Break		
2.00pm – 3.00 pm	Directorate of QA&MS	Director, QA&MS	Hockey pitch
3.00pm – 4.00 pm	Address by Directorate of ICT	Director, ICT	Hockey pitch
4.00pm – 5.00 pm	Address by Coordinator, ODeL	Coordinator, ODeL	Hockey pitch

O Day 5- Friday, 5th September, 2024

9.00am – 1.00 pm	Matriculation Ceremony and Vice Chancellor's Address		
1.00 pm -2.30pm	Vice Chancellor's Luncheon	In-charge Catering	Hockey pitch
2:30pm -5:00pm	Address by student Leaders	Dean of Students	Hockey pitch

Day 6- Saturday, 6th September, 2025

10.00am-2.00pm	Guided tour of the University College	Dean of Students	
----------------	---------------------------------------	------------------	--

Day 7-Sunday, 7th September, 2025

Time	Activity	Responsible office	
9.00am-12.00 pm	Inter-denominational Service	Chaplain/ Patrons	Assembly Hall
2.00pm -5.00 pm	Video show on HIV/AIDS, Drug abuse, Relationships etc.	Dean of Students Peer Educators Club	Assembly Hall

Day 8- Monday, 8th September, 2025

8.00am	Commencement of Lectures	Deans / CODs	
--------	--------------------------	--------------	--

SENATE APPROVED AND CIRCULATED BY:



Dr. Jane Amunga
Senior Assistant Registrar (AA)

NB: ALL INVOLVED SHOULD TAKE NOTE.



Kaimosi Friends University (KAFU) is ISO 9001:2015 certified