



ALUPE UNIVERSITY COLLEGE 2020/2021 FIRST YEARS' ONLINE REGISTRATION

REGISTRATION, ADMISSION AND ORIENTATION PROCEDURES

This is to inform all Alupe University College (AUC), KUCCPS and PSSP First year students that the online reporting dates for the September – December Semester 2020/2021 Academic Year will be on 1st September, 2020. Please note that due to COVID-19 there shall be **no physical reporting** to the university. The information regarding online reporting is provided below.

1. Online admission

All first year 2020/21 students are expected to register online from 1st to 14th September, 2020 by sending to this email admin.arsa@auc.ac.ke ONLY scanned documents of the following:

- i. *Admission letter*
- ii. *Acceptance letter (Form AUCJI/1A)*
- iii. *National Identity card OR Birth certificate (for those below 18 years) OR a Valid Passport if not Kenyan*
- iv. *Student's Personal Details Form AUCJI/2*
- v. *Student's Declaration Form*
- vi. *Student entrance medical Form*
- vii. *Banking slip as evidence of full fees payment.*
- viii. *KCSE results slip*
- ix. *KCSE /Diploma certificate (for self sponsored students)*

Upon completion of registration, all **fully registered** students will be able to access the blended learning module to access teaching and learning materials for the first semester 2020/2021 academic year.

2. Online Orientation

Virtual orientation will be conducted after students report for the semester from 14th September to 18th September, 2020 and virtual learning will commence on 28th September, 2020

3. Inter-School Transfer

Students who wish to change their course will be allowed to apply for the same as from 7th September for a one week period after registering online. The inter-school transfer form can be downloaded from the University website, filled, scanned and emailed to the office of the administrator academics. Those students who qualify for the transfer will be communicated to and information sent to their **personal email (not a cyber email)**.

4. **Deferment**

Students who wish to defer their studies on fee or medical grounds, may do so by downloading and filling the deferment forms from the AUC website www.auc.ac.ke which should be scanned and emailed to the office of administrator academics.

5. **Fees**

All School fees payments by students should be made to the University Bank Account as provided below:

Kenya Commercial Bank, Branch: Busia Branch

Account Number: 1201874084

Account Name: Alupe University College

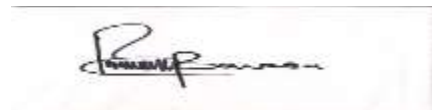
(Do Not deposit via KCB agent/mtaani. Only banking hall at your nearest KCB Bank)

6. **e learning requirements**

To facilitate blended learning, kindly ensure you have access to a personal computer/laptop with a webcam or tablet/smart phone.

For other inquiries please email: asar@auc.ac.ke

Thank you



Deputy Principal (Academic, Students' Affair and Research)

Kindly adhere to the MOE, MOH and GOK regulations to curb the spread of COVID 19 by limiting physical interactions

DON'T TRAVEL TO AUC
STAY SAFE