



Knowledge is Wealth (*Sapientia divitia est*)

OFFICE OF THE DEPUTY VICE-CHANCELLOR (Academic, Research & Student Affairs)

Telephones: 020 2310512/18 Email: info@chuka.ac.ke website: www.chuka.ac.ke P. O. Box 109-60400, Chuka

KCSE 2018 STUDENTS: PROCEDURE FOR DOWNLOADING ADMISSION DOCUMENTS

Admission letters and accompanying documents should be downloaded using the following procedure:

Step 1: Go to Chuka University Website: www.chuka.ac.ke

Step 2: Move to **'Prospective students'** submenu on the left and click **'Admission letters (KUCCPS)'**

Step 3. Log in with your **Surname** and **Index Number**.

For example: If your Name is **ODIEK CHEPKIRUI MWANAISHA** and Index Number is **4040303030/2018**, enter your login details as follows:

KUCCPS Admission Letters

Index Number:
4040303030/2017

Surname:
ODIEK

Submit

Step 4: Click **'Submit'**

Step 5. Download your letter and print.

Step 6. On the left, click to download each of the following forms

- 1) Student personal details
- 2) Letter of acceptance of offer
- 3) Medical biodata
- 4) Letter of rejection or deferment of offer

For clarification, contact the Registrar (Academic Affairs) through email: raca@chuka.ac.ke, or Tel.: 0202329073.

Deputy Vice-Chancellor (Academic, Research & Student Affairs)