



# MULTIMEDIA UNIVERSITY OF KENYA

P.O. BOX 15653–00503, NAIROBI, KENYA. MAGADI ROAD,  
Tel. +254 (020) 2071391, 254 (0735) 900008, 254(0724) 257083, FAX: 254 (020) 2071247

## (MMU is Implementing ISO 9001:2015)

### JOINING INSTRUCTIONS TO STUDENTS

#### 1. STUDENTS PERSONAL DETAILS

You are required to complete two (2) copies of Students Personal Details form and return the forms together with the four (4) Coloured Passport – Size Photographs to the Registrar (AA) along with the other documents listed in the Letter of Offer.

#### 2. MEDICAL EXAMINATION

Admission into the University is conditional upon a satisfactory medical report being received. The Student is therefore required to undergo a medical examination by a recognized medical practitioner before coming to the University.

Form **MMU/F/AD/-004** – STUDENT'S MEDICAL EXAMINATION – is attached for this purpose.

The Doctor who examines the student is kindly requested to complete the form and enclose it in a sealed envelope addressed to the Medical Officer – Multimedia University of Kenya P.O. BOX 15653 – 00503, NAIROBI – The student is required to bring along with him/her the form on the day of registration. **This form SHOULD NOT BE SENT BY POST.**

#### 3. MEDICAL SERVICES AT THE UNIVERSITY.

The University Health center is open to the students. However, students are advised to be prepared to meet the cost of any medical services not provided by the University Health Centre.

#### 4. DENTAL AND OPTICAL TREATMENT

The University does not provide optical or dental treatment. Any student seeking such treatment will therefore be required to organize for their own private treatment.

#### 5. SPECIAL MEDICAL CONSENT FORM FOR MINORS.

Parents (or guardians) of students who are under 21 years of age are required to fill and sign Form **MMU/F/AD/-009** forming consent in emergency operation. Completed forms should be returned to the Registrar /Academic Affairs together with the letter of acceptance.

#### 6. MATERIALS NEEDED BY THE STUDENTS.

- a. Academic stationery
- b. Books and equipment/depending on the Faculty/School/Institute in which one is registered.

#### 7. FEES PAYMENT POLICY.

- a. All students must pay full fees on the reporting day. The payments will be in form of bank deposit slips with their full names and admission numbers written on them as they appear in their Letter of Offer.
- b. Students with exceptional cases **MUST SEE** either the Deputy Vice Chancellor (AA, R&I) or the Registrar (AA) to commit in writing on the mode of payment, which will be strictly followed and enforced.
- c. Students who cannot meet these obligation are advised to **defer** their studies to the next intake.
- d. Copy of the fee policy is attached for more information. It can also be downloaded from the University website.

#### 8. PAYMENT DETAILS

- 1) All Tuition and Accommodation payments be **deposited** into MMU Account No. 110-451-3447 Kenya Commercial Bank or Equity Bank Limited Account number 061-0262187946 Ongata Rongai Branch or any of their branches or BANKERS CHEQUE drawn in favor of Multimedia University of Kenya.
- 2) First year KUCCPS students wishing to be provided with accommodation shall pay KES 4,000 per semester while Self sponsored students shall pay KES 8,000 per semester. Kindly deposit the total tuition and accommodation fees into the bank account **at least three working days before the official reporting date** for ease of room allocation.
- 3) Electronic transfer to the accounts given above may be used by customers sending money from foreign countries. The transfer codes are obtainable from the bank e.g. for Kenya Commercial bank the code is SWIFT CODE KCBKENX.
- 4) Cash payments made in KCB Mtaani and Equity Agent payments **SHALL NOT** be accepted.