



**MULTIMEDIA UNIVERSITY OF KENYA**

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MMU is ISO 9001:2015 Certified

*Office of the Registrar, Academic Affairs*

*Email: registrar@mmu.ac.ke*

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**FROM: REGISTRAR ACADEMIC AFFAIRS**  
**TO: ALL NEW STUDENTS**  
**REF: MMU/REG. AA/SM/VOL.1**  
**DATE: 11<sup>TH</sup> SEPTEMBER. 2020**  
**SUBJECT: OPENING DATE FOR NEW STUDENTS – SEPTEMBER, 2020 INTAKE**

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**A. OPENING DATE**

Multimedia University of Kenya (MMU) wishes to inform all new students - Government Sponsored (GoK) and Self-Sponsored students (SSP) admitted to various academic programmes at Postgraduate, Undergraduate, Diploma and Certificate levels, that the **opening date for the 2020/2021 Academic Year September 2020 Semester is Monday 21<sup>st</sup> September, 2020.**

**B. ADMISSION LETTERS FOR GOVERNMENT SPONSORED AND SELF-SPONSORED STUDENTS**

Admission letters for all Government Sponsored Students were uploaded on University (MMU) Website for downloading by each student in August, 2020. The admission letters for all admitted self-sponsored students have been sent to all students via email addresses given. Those students, who will have not received their admission letters by Friday 11<sup>th</sup> September 2020, should contact the office of the Registrar Academic Affairs (Tel. no. 0202071393 and email: registrar@mmu.ac.ke) or Admissions Office (Tel. no. 0736283703 Email: admissions@mmu.ac.ke) immediately.

**C. FEE PAYMENT AND REGISTRATION**

**Registration will start on Monday, 14<sup>th</sup> September 2020 and end on Sunday 27<sup>th</sup> September 2020 and shall be done ONLINE.** The Registration process shall entail using the information in the admission letter to pay requisite fees for the Semester.

All Fees to be paid to Multimedia University of Kenya through **Kenya Commercial Bank Account No. 110-451-3447 OR Equity Bank Limited Account No. 061-0262187946 Branch: Ongata Rongai OR Paybill No. 522384 and your Registration Number as the Account Number.** Please note that only students who will have paid their fees in full will access the University services (registration, orientation, induction, learning and examination).

Upon payment of fees in full, all new students are required to upload on their (student) University Online Application Portal the following documents certified by either their respective high school head teacher or a certified lawyer/commissioner of oaths by Sunday 27<sup>th</sup> September, 2020.

- i) Academic Certificates/KCSE Result slips.



- ii) National ID Card or Birth Certificates and School leaving Certificates for those under 18 years of age.
- iii) The following documents as indicated in the letter of offer shall be submitted personally to the University Admissions Office when required to do so:
  - a. MMU/F/AD/003 – Student Personal Details Form
  - b. MMU/F/AD/004 – Students Entrance Medical Form
  - c. MMU/F/AD/006 – Letter of Acceptance by the student
  - d. MMU/F/AD/009 – Consent in Emergency Operation Form
  - e. MMU/F/AD/010 – Instructions and Protective clothing declaration form
  - f. MMU/F/AD/011 – Instruments and Protective clothing form
  - g. MMU/F/AD/012 – Students Registration Form
  - h. A copy of updated NHIF Card for medical cover.

**NB: All SSP Students are advised to report to the University Campus at Mbagathi along Magadi Road from 14<sup>th</sup> September 2020 to 25<sup>th</sup> September, 2020 for registration ONLY. Ministry of Health Protocols will be observed during the exercise.**

#### **D. LOAN/BURSARY AWARDS**

It is expected that all new students wishing to apply for loans/bursary from the **Higher Education Loans Board (HELB)** will do so on their own by contacting the relevant office. Such applications should be processed and submitted to HELB. Those who have applied for the loans/bursary should check the status of their application through HELB website [www.helb.co.ke](http://www.helb.co.ke).

#### **E. ORIENTATION AND INDUCTION**

Only bona fide students (paid fees and registered) shall undergo orientation from Monday 28<sup>th</sup> September 2020 to Friday 2<sup>nd</sup> October, 2020. Induction on e-learning will take place from Monday 5<sup>th</sup> October 2020 to Friday 9<sup>th</sup> October, 2020. Both orientation and Induction will be done ONLINE.

To participate in E-learning (online learning) students are required to secure a lap-top/smart phone or any other electronic gadget that will facilitate connectivity to online orientation, induction and learning.

#### **F. COMMENCEMENT OF LEARNING**

Lectures and other scheduled academic activities will start on **Monday 12<sup>th</sup> October, 2020 ONLINE**. The copy of the teaching timetable, academic calendar and semester schedule will be made available on the university Website.

*Joash K. Mulabe*  
**DR. JOASH K. MULABE, Ph.D.**  
**REGISTRAR (ACADEMIC AFFAIRS)**



Copy to:

- Vice-Chancellor
- Deputy Vice-Chancellor (AA, R&I)
- Deputy Vice-Chancellor (AF&P)
- All Deans of Faculties
- All Directors
- Dean of Students
- University Librarian
- Chief Medical Officer

- Deputy Registrar SAS
- Catering Manager
- Chief Security Officer
- SAR Admissions
- Manager, Sports and Games
- Chairperson, MUKSA
- Academic Secretary, MUKSA

