

Maseno University

OFFICE OF THE REGISTRAR (ACADEMIC&STUDENT AFFAIRS)

REQUEST FOR RE-ADMISSION FORM FOR DEREGISTERED STUDENTS (UNDERGRADUATE)

(Application fee Ksh. 5000 payable to KCB Luanda Branch Account No: 1108378056)

a) Applicant's Details						
Names						
Surname	Other name	Other names				
Previous Reg. No	Tel. no:	email:				
ID.NO/Passport	(Please attach copy	()				
Programme:	Sch	ool				
Next of Kin detail	Tel:					
Year of Study	Semester					
Reason for Being deregistered from Studies:						
Financial M	ledical Absconded (Others				
Period of Absence						
(When last in the University):						
Year	Semester	Academic Year				
Re-admission						
(Year of Study for which re-admission is sought):						
Year	Semester	Academic Year				
Applicant's Signature		Date				
b) Finance Department (Attach fee statement)						
Applicant has cleared all previous outstanding fee balances Yes No						
Name	Signature	Date & Stamp				

c)	Director Student Affairs Applicant has submitted a certificate of good conduct and other relevant documents confirming his/her whereabouts during period of absence Yes No						
Со	omments						
— Na	me	Signature		Date & Stamp			
	Chairman, Health Services (For applicants who have been a						
	Comments						
	Signature						
e)	Head of Department Comments						
	Date of Re-admission						
	NameSig	nature		Date			
f)	Dean of School Request for re-admission Recommended/Not Recommended Comments						
	Indicate timeline for the student to complete studies						
	Signature		Date _				
g)	Registrar (Academic & Studen	t Affairs)					
	Request for Resumption Approved/Not Approved Comments						
	Signature						
	CC: Student Finance Office, Dean of School, Chairperson of Department, Head of Health						
	Services, Dean of Students, I	Librarian, Admis	sions Office,	Student's File.			
NC	DTE:						
	 Application Letter Receipt for the application fee 	e					

- 3. Certificate of good conduct (Mandatory)
- 4. Letter from the Chief (Mandatory)
- 5. Medical Report (Where applicable)
- 6. Rehabilitation Report (where applicable)
- 7. Letter from Employer (where applicable)
- 8. Release letter from Correctional Facility (where applicable)