

**OFFICE OF THE REGISTRAR, ACADEMIC, RESEARCH AND STUDENT AFFAIRS**

P. O. Box 713- 01100 Kajiado, Kenya.

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**REF: 706 /2022**

**12/07/2022**

NDUNG'U JOSEPHINE NDUTA

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Dear NDUNG'U JOSEPHINE NDUTA,

**RE: OFFER OF ADMISSION.**

Following your application for admission for undergraduate studies, we are pleased to inform you that you have been admitted to Umma University by Kenya Universities and College Central Placement service (KUCCPS) for a Regular Degree Course in **BACHELOR OF BUSINESS MANAGEMENT**

The programme is designed to take four academic years consisting of two semesters and one session on attachment / practicum. The programme will be offered at Umma University Main Campus (Kajiado) and the new students will be required to report to the University for Registration commencement of first semester studies of 2022/2023 on 1<sup>st</sup> and 2<sup>nd</sup> September 2022 **Strictly**.

Fees payment should be made to the following accounts:-

KCB A/c number: 1198158344 Tuition fee

KCB A/c number: 1198158433- Hostel fee

CO-OPERATIVE BANK-01129322174900

Mpesa pay bill number: 7098491 account number; use your reference or your full name.

You will be required to pay at least 50% of the fees and accommodation fees in full on or before the reporting date. Hostel allocation will be on first come first served basis.

Your Registration as a student at Umma University shall be subject to Presentation of the following documents: -

1. Originals and copies of KCSE results slip or certificates, School leaving certificate, National ID, or birth certificates at your first registration.
2. Two recent colored passport size photos
3. Acceptance by signing declaration/acceptance form to adhere to all University Rules and regulations Governing Students Conduct
4. Dully filled Medical Examination form at a Public Hospital
5. Payment of all the fee and charges as per the fee structure given overleaf.
6. Sign the Student Code of conduct document as proof of your agreement to adhere to rules and regulations governing the conduct and discipline of the student and the official University dress code.

You are required to get all registration forms, medical examination form, code of conduct document, fee structure and a link for the Student handbook from the University website at [www.umma.ac.ke](http://www.umma.ac.ke) .All the forms should be dully filled and signed when you report.

NB: You will also be required to make your own arrangements to meet catering and Books expenses

Congratulations and on behalf of the Vice Chancellor, we wish you success in your studies at Umma University.

Yours Sincerely,



**Dr . Hussein A. Osman, PhD**  
**REGISTRAR, ARSA**