



KWAME NKURMAH UNIVERSITY
REGISTRATION PROCEDURE FORM – DECEMBER 2019
UNDERGRADUATE RETURNING STUDENTS- ODL

NAME: STUDENT NUMBER:.....

Tick (v) your programme category below:

1	1 st YEAR UNDERGRADUATE	
2	2 nd YEAR UNDERGRADUATE	
3	3 rd YEAR UNDERGRADUATE	
4	4 th YEAR UNDERGRADUATE	

Complete the Registration procedure as outlined below:

STEP	ACTION	SIGNATURE
1	Collect forms- Admissions office and verify student portal (All students)	
2	Proceed to online reporting NOTE: YOU SHOULD REPORT ONLINE ON YOUR OWN BY USING PHONE , PC, LAPTOP, TABLET or via ICT DEPARTMENT (Do not use Opera mini)	
3	If you applied for boarding proceed to the Dean of Students office (KAFUE ANNEX) for confirmation of rooms and meal card printing. PLEASE NOTE: YOU CAN APPLY FOR ROOMS ONLINE.	(OPTIONAL)
4	Verify balance with Accounts (All students)	
5	All students: Confirm you have completed registration by having this document stamped. <ul style="list-style-type: none"> - Check courses - Submit the filled in documents to Academic Office - Admissions 	<p style="text-align: center;">VERIFIED</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">Signature</p> <p>Name</p>