



TECHNICAL UNIVERSITY OF MOMBASA
Office of the Registrar (Academic Affairs)

NEW STUDENTS ADMISSION FORM
(To be filled in DUPLICATE)

Provide your names in the order you would like them to appear in your final Certificate and Transcript.

Any change of name requested after the two weeks registration period provided, shall attract a penalty Fee as indicated in the Students' Handbook

Form fields for name (FIRST NAME, MIDDLE NAME, LAST NAME), REG. NO., COURSE, DEPARTMENT, and FACULTY.

1. a) DEPARTMENTAL DESK: VERIFICATION OF STUDENT'S ORIGINAL DOCUMENTS

Table with 3 columns: Document, Indicate Number, Confirmed (Tick). Rows include National ID/Birth Cert/Passport No., K.C.S.E Index Number, Academic Certificate (Certificate, Diploma or Degree).

COD/LECTURER'S NAME SIGN DATE (Official Rubber Stamp)

b) LEVEL OF ENTRY

Year of Study Semester Date

2. STUDENT'S CONFIRMATION

Signature Date

3. FINANCE DESK (Cash Office)

Fees Payable (Kshs) Amount Paid (Kshs) Balance (Kshs)

Officer's Name Sign Date

4. MEDICAL DESK: MEDICAL EXAMINATION AND REPORTS

REMARKS:.....

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OFFICER'S NAMESIGNATURE.....DATE.....

5. REGISTRAR'S OFFICE (Admission Desk)

I confirm that the student has met all the required admission procedures.

Temporary ID Issued

Signed Nominal Roll

Admission Officer

Name:Sign.....Date.....

6. ACCOMMODATION DESK (Optional)

Accommodation is subject to availability of rooms and is served on first come first served basis.

Is accommodation available? Yes No

Room allocated

Accommodation Officer

Name Signature Date

7. STUDENT IDENTITY CARD PHOTO (To be taken after orientation)

NOTE: The registration process must be completed within the first two weeks of the semester.

Students **MUST** register for course units before commencement of classes

Students are advised to visit www.helb.co.ke, download and fill the loan application form.

