



STUDENT CONFIRMATION PROCESS FOR SEMESTER 2/2023

January 02nd to 07th 2024

IMPORTANT NOTICE

- Student must complete 2023 registration fees before attending the Registration confirmation process.
- Student **MUST** have 2023 current ID card. **MOBILE SNAP SHOTS OF ID CARD WILL NOT BE ALLOWED** (A fee of K50.00 is charged for reprint of new ID card).
- Late confirmation date – 19 January 2024

At the Security Guard house training room.

1. **Quality Check on Ongor.**

Academic & Student Admin

Student to produce ID card to confirm status on Ongor

2. **Update/check fees with Accounts.**

Accounts

Student to produce bank deposit slip to update course fee statement on Ongor

3. **Residential students**

Student Support Services

Student to produce ID card to confirm residential status on Ongor and be issued a room key.

3 a. **Non Residence students**

At the Departments.

4. **Enrollment**

Academic Departments

Student to produce ID card and sign the confirmation form to validate enrollment status on Ongor to produce class list.