



MACHAKOS UNIVERSITY

Telephone: 254-(0)739 184 442/ (0)723 805829, E-mail: registrar-asa@mksu.ac.ke

Our Ref: : 25551210043-2019

01 September 2025

Caroline catherine

Dear Caroline,

RE: ADMISSION LETTER AND JOINING INSTRUCTIONS School of Education 2025/2026 ACADEMIC YEAR

I am pleased to inform you that you have been offered a place to pursue a **Diploma in Electrical and Electronic Engineering (Telecommunication Option)** in the **School of Education** at Machakos University. Congratulations on your KCSE performance and welcome to Machakos University.

Your Admission Number is STD578646

This offer is made on the basis of the statement of your qualifications indicated in your application form, and is subject to verification by the University. **You must, therefore, present the originals and copies of the following during the registration: Undergraduate Degree Certificate, KCSE Result Slip or Certificate, School Leaving Certificate, National ID and Birth Certificate.** Please note that for you to be a bonafide student of the University, you are expected to register and pay in full all fees and dues indicated in **Form MksU/1** attached to this letter.

In addition, kindly pay the fees in full as indicated in the fees structure and also complete the attached admission forms listed below:

- (i) **MksU/1** - Fees Structure
- (ii) **MksU /2** - Letter of Acceptance by the student to abide by University Rules and Regulations
- (iii) **MksU /3A** - Letter of Acceptance of Admission Offer
- (iv) **MksU /3B** - Letter of Non-Acceptance (For those not accepting the offer)
- (v) **MksU /4** - Student Medical Examination form
- (vi) **MksU /5A** - Hospital Admission form/Emergency Operations
- (vii) **MksU /5B** - Consent to use your photos when required and Parents/Guardian to access information pertaining to your studies.
- (viii) **MksU /6** - Student Personal Details form
- (ix) **MksU /7** - Declaration Form

The documents listed above, together with your KCSE Certificates/Result slips, National Identity Card (ID)/Birth certificates, two passport size photos and bank payment slips, should be scanned and emailed to the following email addresses by **1st August, 2025**.

1. School Administrator Email: **admin.education@mksu.ac.ke**
2. Admission's Office Email: **aadmissions@mksu.ac.ke**

Each student offered a place at Machakos University must report and register on **2nd September, 2025**. This offer is valid for one (1) Academic Year after which it lapses. If you wish to take up this offer later, you should apply for deferment to the Registrar (Academic & Student Affairs) before **30th September, 2025**. **You are therefore advised to regularly visit the University website: www.mksu.ac.ke for updates.**

Machakos University has integrated ICT in all its programmes and therefore, you are required to bring a laptop to facilitate your learning, access to library resources and other services. You are therefore advised to visit the University website to familiarize yourself with your Programme requirements and the School to which you have been admitted.

Please note that for you to be a bona fide student of the University, you are expected to have registered and paid the fees in full.

Once again, I take this opportunity to congratulate you on your excellent performance and subsequent admission to Machakos University. I look forward to welcoming you to the University on your arrival.

Yours sincerely

PATRICK OKEMBA

REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

