



**MASENO UNIVERSITY**  
**OFFICE OF THE REGISTRAR, ACADEMIC AND STUDENT AFFAIRS**

**REGISTRATION GUIDELINES TO NEW STUDENTS 2025/2026 ACADEMIC YEAR**

**Congratulations and welcome to Maseno University!**

For a successful registration process, kindly note the following guidelines:-

1. Students are reminded to complete payment of accommodation fees before reporting on 18<sup>th</sup> August, 2025. Cases of payments that have not reflected in the student's portal to be reported to the Student Finance Office (*College Campus – immediate left turn after the college campus gate*) before proceeding to registration venues.
2. Students who shall have made accommodation payment earlier 18<sup>th</sup> August, 2025 to report directly to registration venues as indicated below:

SCHOOL	PROGRAMME	VENUE
<b>Arts &amp; Social Sciences</b>	(ACM) (ALC) (ALI) (AFR) (AKI)	Prof. George Magoha (PGM-AMP1)
	(ACR) (ASA) (APS)	Prof. George Magoha: Ground Floor
	(AGN) (ARE)	Prof. George Magoha (PGM-AMP2)
	(ATA) (AID) (AFA)	Prof. George Magoha: Second Floor
	(AMU) (ADT) (AGE) (AHA) (ACC)	Prof. George Magoha: First Floor
<b>Education</b>	(ESC) (ESN) (EEC)	Graduation Square Main Dias 1
	(EAR) (EFR) (EMU) (EHS)	Graduation square Main Dias 2
<b>Public Health &amp; Community Development</b>	(HMB) (HND) (HPH) (HHR)	Millennium Hall15 - Door 1
<b>Computing &amp; Informatics</b>	(CIM) (CIT) (CCS) (CCT) (CIS)	Hindocha Hall
<b>Business &amp; Economics</b>	(BEC) (BES) (BEF) (BAE) (BHE)	New Library NL 8 annex 2
	(BHR) (BBA) (BMM) (BPS) (BBE)	New Library NL 5
	(BAF) (BTM)(BHM)	New Library NL8 annex 1
<b>Medicine, Pharmacy &amp; Nursing</b>	(MBC) (MBS) (MLB), (KBP) (NUR)	Microbiology Lab
<b>Mathematics, Statistics &amp; Actuarial Sciences</b>	(TAC) (TAS) (TMA) (TMB) TMC)(TME)	Millennium Hall15 - Door 2
<b>Planning &amp; Architecture</b>	(PUR) (PGS) (PDM)	Millennium Hall 4
<b>Agriculture, Food Security and Environmental Sciences</b>	(FAB) (FAE) (FEE)(FAG) (FAN) (FFS) (FHC) (FSP) (FAR) (FES)	Millennium 5
<b>Development &amp; Strategic Studies</b>	(DIR) (DDS) (DPS)	Odera Akang'o Campus, Yala - Main Hall
<b>Physical &amp; Biological Sciences</b>	(SBS) (SIC) (SAC) (SBT) (SPH)	Millennium Hall 2
<b>Postgraduate</b>		At the School of Graduate Studies Compound
<b>Programmes in Kisumu Campus</b>		Varsity Plaza
<b>Law</b>	(LLB)	Varsity Plaza

**Note:** Abbreviations are prefixes of admission numbers. Please check your admission letter to identify your registration venue.

3. Students who shall have not downloaded their Admission Letters by reporting date, should visit the office of the Registrar, Academic & Student Affairs, Admissions section – Wing B
4. Students are expected to submit **four copies** of completed personal details, declaration, commitment, emergency, medical forms, national ID card/birth certificate, admission letter and KCSE certificate/result slip. The documents should be arranged in the following order:
  - a. Admission (**page 1 and 2**)
  - b. Copy of KCSE Certificate or result slip
  - c. Copy of National identification card (ID) or birth certificate
  - d. Completed Personal Details Form (MSU/RASA/F.02C)
  - e. Completed Declaration Form (MSU/RASA/F.08)
  - f. Completed Commitment Form (MSU/RASA/F.05)
  - g. Completed Emergency Form (MSU/RASA/F.04)
  - h. Completed Medical Form (MSU/RASA/F.03)
5. In addition, download **Movement Form (MSU/RASA/F.15)**, **Temporary Student Identification Card MSU/RASA/F.13** and **Accommodation Inventory Form (for students reporting to Main Campus)**. All be used during registration.
6. Cases of Special Needs (hearing, speech, sight, and any physical impairment) should be brought to the attention of the Registrar, ASA at the Help Desk for people living with Disabilities at the University Boardroom and Hostels Manager.
7. Students are advised to be conscious of their own safety and security and that of their property. In view of this, those who seek accommodation from off-campus hostels are advised to do so from the University approved hostels. Further be advised to check and ensure that both the hostels and the environment around you, are safe and secure. You should avoid late night movements without company and be each other's keeper.
8. **Please Note:** Maseno University is a corruption free zone; Beware of fraudsters and conmen. **DO NOT** make any payment whatsoever to anybody other than Maseno University as guided in the joining instruction.
9. Meals are available at Siriba & College Campus cafeteria at affordable prices.

**Emergency Numbers/Hotline:**

**Health Services:** 0729707666/072234146/0776388439

**Student Welfare:** 0726090444/0713957116

**Student Leadership:** 0110097437/0759434017/07580202/81

**Security:** 0722288347

**Director Public Relations:** 0722633230

**Student Finance:** 0738711538 Email: [studfin@maseno.ac.ke](mailto:studfin@maseno.ac.ke)

**System Administrator:** Email: [studentssupport@maseno.ac.ke](mailto:studentssupport@maseno.ac.ke)

**Registrar, ASA:** 0708299541

**Kisumu Campus:** 0769457962

**Office line:** 0715469266

**Coordinator:** 0733672703

**Odera Akang'o:** 0769 457962