



KAIMOSI FRIENDS UNIVERSITY

Office of the Registrar (Academic Affairs)
Internal Memo

From: Senior Assistant Registrar (AA)

Date: 15th July, 2024

To: The underlisted:

Ref: KAFU/501/REGIS/016/ VOL.3 (191)

1. Dean SESS
2. Dean SOBE
3. Dean SCIT
4. Dean SOHES
5. Dean SOSCI
6. ASS. Dean SESS
7. Ag. Dean of Students
8. Finance Officer
9. In charge, ICT
10. In Charge Corporate Affairs
11. Dr. Nixon Sangili
12. Chair KAFUSA

SUBJECT: BRIEFING FOR FIRST YEAR STUDENTS

The above subject refers.

You are kindly invited to a briefing for the first year students (2024/2025 Academic Year) scheduled for Tuesday 23rd July, 2024 at 9:00 am. This will be done via a blended mode. The link will be shared later. Attached is the proposed programme for the event for your perusal.

Dr. Jane Amunga
Senior Assistant Registrar (AA)
CC: Vice Chancellor
Deputy Vice Chancellor (ASA&R)
Deputy Vice Chancellor (AFP&D)



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KAIMOSI FRIENDS UNIVERSITY

Office of the Registrar (Academic Affairs)

BRIEFING FOR THE FIRST YEAR STUDENTS (2024/2025 ACADEMIC YEAR)

PROGRAMME

DAY: TUESDAY 23RD JULY 2024

TIME: 9:00AM-12:15 PM

MASTER OF CEREMONY: DR. NIXON SANGILI NABETA

S/NO	TIME	ACTIVITY	FACILILATOR
1	9:00 - 9:05am	Opening Prayer	Dr. Metrine Sulungai
2	9:05 - 9:10 am	Opening Remarks	Dr. Jane Amunga
3	9:10- 9:25 am	Remarks by Deputy Vice Chancellor (ASA&R)	Prof. Julius Kipkemboi
4	9:25-9:40 am	Remarks by Deputy Vice Chancellor AFP&D	Prof. Amadalo Maurice Musasia
5	9:40-10:10 am	Welcoming remarks	Vice Chancellor (Prof. Peter Mwita)
6	10:10 - 10:20 am	Dissemination of information on: i. Semester dates and key activities ii. Admission letters and related documents	Senior Assistant Registrar (AA)
7	10:20-10:30	Completion of personal details form online	Jiunge team
8	10:30-11:00 am	Dissemination of information on: i. Programmes and specific	Dean SCIT Dean SESS Dean SOBE Dean SOHES



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		programme Requirements ii. Expectations iii. Career prospects	Dean SOSCI
8	11:00-11:45 am	Application for funding	Mr. Emmanuel Abook (University Fund)
9	11:45-11: 55 am	Fee payment through e-citizen	Finance Officer/ In Charge, ICT
10	11: 55-12: 12:10 pm	Prior Accommodation plans	Dean of Students
11	12:10-12:15 pm	Closing prayer	Dr. Emmanuel Okenwa



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