



P. O. BOX 1 KYAMBOGO
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School of Postgraduate Studies and Research

31st July 2009

TO: NEW POSTGRADUATE STUDENTS

FROM: ACADEMIC REGISTRAR

**POSTGRADUATE STUDENTS REGISTRATION SEMESTER ONE
TUESDAY 1st September 2009 TO TUESDAY 6th September 2009**

It is mandatory that students admitted for Postgraduate studies register with the University.

DATES FOR POSTGRADUATE STUDENTS REGISTRATION:

TUESDAY 1st September 2009 TO TUESDAY 6th September 2009

TIME: 2.00.P.M. – 5.00 P. M.

**VENUE: *SCHOOL OF POSTGRADUATE
STUDIES AND RESEARCH
OFFICE, RAC, BUILDING***

(A) REQUIREMENTS FOR REGISTRATION

- (1) Original O' level and A' level result Slips and Certificates,**
- (2) Original Undergraduate Certificates and Transcripts (first Degree)**
- (3) Current Identity Card.**
- (4) Original Bank slips and Kyambogo University (KYU) Receipts**

- (5) Original Admission Letter**
- (6) Photocopies of the above documents in 1, 2, 3, 4, 5, and 6 above**
- (7) Five (06) Passport Photographs**

- (B) PROCEDURE**
 - a) Pay fees in the Bank and receive KYU receipts from the Desk Officer in the respective Faculties/ Departments (bank slips are picked from Faculties/Departments).**
 - b) Pick two copies of registration forms from the Postgraduate Office RAC Building and fill them.**
 - c) Attach photocopies of the documents in 1, 2, 3, 4, 5, and 6 above.**
 - d) Attach a photograph on each form. The remaining photographs will be attached to the Registration Certificate (to be issued to you latter) and examination cards for semester one and two (to be issued at the time of examinations).**
 - e) After a b, c, d, above you will be ready to register with the Postgraduate Office.**
 - f) At the Postgraduate Office you will be required to present original copies of documents specified in “A” above, and your current identity card. You will be issued with Registration Certificate after fulfilling the registration procedure; you will sign the Central Register.**
 - g) You will be required to register with your respective Departments in the faculties (this is where the second registration form you filled will be required).**

PLEASE NOTE THAT ONLY STUDENTS WHO HAVE FULLY PAID ALL THE TUITION AND FUNCTIONAL FEES (OTHER UNIVERSITY FEES) WILL BE FULLY REGISTERED (For Private Students)

C.c. Deputy Vice Chancellor (Academic Affairs)
Faculty Deans
Heads of Departments
Deputy Registrar Postgraduate
Assistant Registrar Postgraduate