



UNIVERSITY OF EMBU

ADMISSIONS SECTION SERVICE CHARTER

| S/NO | SERVICE OFFERED | PROCESS/REQUIREMENT | COST | TIMELINE |
|------|--------------------------------------|--|----------------|--|
| 1. | Responding to formal correspondences | Request submitted to the Admissions Office | Nil | 7 working days |
| 2. | Admission Enquiry | Verbal, written or e-mail | Nil | 3 working days |
| 3. | Issuance of admission letter | Receipt of KUCCPS intake list | Nil | 7 working days of receipt of KUCCPS selection list |
| | | Receipt of filled-in application form | Applicable fee | 4 weeks |
| 4. | Handling of student requests | Receipt of student requests | Nil | 4 weeks |
| 5. | Student clearance | Duly filled-in clearance forms | Nil | 2 working days after receipt of duly filled-in clearance forms |

