



# PIONEER INTERNATIONAL UNIVERSITY

## NEW STUDENT CLEARANCE

First Name:	Letter Ref. No:		
Middle Name:			
Last Name:	Students' ID #		
DEPARTMENT	REQUIREMENTS	STATUS	AUTHORIZATION
<b>Step 1: Security</b>			
Identity Verification & Luggage Check	National ID copy		
	Tag#.		
<b>Step 2: Registration Desk</b>			
Verification of Required Documents	Official University Admission Letter		
	KCSE Certificate/ Results Slip		
	National ID		
	Birth Certificate		
	Passport		
	Certificate of Good Conduct		
	Passport Size Photograph <small>Name &amp; Admission number at the back</small>		
	NHIF Card		
	Signed University Handbook		
	Completed Medical Form		
<b>Step 3: Finance</b>			
Tuition & Fee payments	Signed Fee Payments Form		
	Official University Admission Letter		
	University Application Form		
<b>Step 4: Faculty</b>			
Present Admission documents to your Head of Department (HOD)	Official University Admission Letter		
	Completed Admission Form		
	Copy of all Academic Qualifications		
<b>Step 5: Health Centre</b>			
Student Health Clearance	Completed Medical Form		
	Active NHIF Card		
	X-Ray Film		
<b>Step 6: IT Department</b>			
(1) Get University Email Address (2) Register for Microsoft IT Academy			
<b>Step 7: Registry Department</b>			
Get Student ID Card	Clearance from all other Departments		
	Activated University Email address		
<b>Step 8: Accommodation/Hostel</b>			

<b>General Information</b>
1. New student orientation is COMPULSORY
2. Please note that it is the student's responsibility to ensure they have secured their accommodation for the duration of their study at PIU. Please request more information on University approved hostel.