KENYATTA UNIVERSITY

PROCEDURE OF REPLACING STUDENT ID

STEP ONE: Write a letter to Registrar (Academic) requesting for replacement of your student identification card.

STEP TWO: Take the letter to the Security Office for stamping and signing.

STEP THREE: Take the letter to the Dean of Student s Affairs for stamping and signing.

STEP FOUR: Payment for the replacement will be as per below.

Ksh 700   To replace Lost Smartcard

Ksh 500   To replace Defaced Smartcard

Ksh 100 - For undergraduate temporary ID

Ksh 400 - For a temporary Postgraduate ID

All payments should be made through KU bank branches at these Banks (Family, Equity, Co-op, National Bank)

STEP FIVE: Take the Bank slip to Finance Office cashier and obtain

Kenyatta University Official receipt.

STEP SIX: Attach that receipt to the letter and take it to the smartcard office for replacement.