INCOMING FIRST YEAR STUDENTS ONLINE REGISTRATION

The University of Nairobi will commence the new academic year on **Monday, August 31, 2020.** Applicants who received a formal letter of offer to join the University this academic year 2020/2021 are required to complete the registration process online.

Registration is the process by which you formally enroll at the University. The online registration window for all new students will open from **Monday 24th to Monday 31st August 2020.** All applicants are required to register during this period.

Click HERE to follow the step by step Online Registration guide **(REGISTRATION MANUAL)**

The following information outlines all the steps new students need to register successfully:

At the end of this registration process applicants should have:

1. Filled out joining forms and uploaded them on the Students Management Information System (SMIS).
2. An Active students email account
3. Activated the Active Directory (AD Account)
4. Paid Fees
5. A student profile
6. Received registration confirmation on SMS from the University
7. Registered for your courses

To register:

STEP 1:

Applicants can access the University of Nairobi student self–service portal Students Management Information System (SMIS): https://smis.uonbi.ac.ke/ . To log in, Students will use the log in details sent to them via email; or write to undergraduate: admissions@uonbi.ac.ke or Post graduate: gs@uonbi.ac.ke to request for the log in details.

STEP 2:

Once an applicant logs in, they are required to download the comprehensive Joining Instructions (Academic, Legal and Health Requirements). This document contains important forms that need to be filled out and uploaded on to the system. Print all the forms and fill them out in full as guided (steps 1-22). Scan the filled documents and upload. Please ensure you **scan your passport photograph and upload it in the system**. Place your request for student ID as detailed in the Joining Instructions document JI/17. The IDs will be availed to the respective Deans'/Directors' offices once printed for your collection.

Use this checklist to ensure you have all the required documents: REGISTRATION REQUIREMENT CHECKLIST

STEP 3:

The applicant can then access the fee structure on the SMIS system with guidelines on how to pay the prescribed fees. Please note that separate guidelines apply for Government-sponsored (module 1) and Self-sponsored (Module 2).

STEP 4:

Once payment is made, students are requested to wait for **at least 48 hours** then log back into the system to complete the online registration and submit a request for registration. Students can only submit their registration request once the portal is opened on Monday, 24th August 2020. Applicants will receive an SMS alert once the registration process is confirmed.

STEP 5:

Upon confirmation, applicants will then log in to the portal: https://smis.uonbi.ac.ke/ to complete the student profile, fill out all the sections on the table provided and create a student's email account and an active directory account as guided. Student email accounts are critical, students will ONLY receive official communication from the University on this email address. Students are also required to create an Active Directory Account (AD Account: This account will grant student access to various Online Learning platforms and vast University online resources)

STEP 6:

The complete registration process; Register for your courses on the Course registration tab. Should you experience any challenges during the registration process please contact:

Tel. contacts:

Academic Registrar 0204913199/3027/3196/3067/3065

Graduate School 0204913128/3129/8030/8032

Customer Experience Centre contacts: 0204910000, 0204914112

 Technical Support: missupport@uonbi.ac.ke,

Support email addresses for each College

General Service emails Address:

Undergraduate Admissions: admissions@uonbi.ac.ke

Graduate Admissions: gs@uonbi.ac.ke