



DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY
OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS & RESEARCH
PRIVATE BAG DEDAN KIMATHI NYERI KENYA
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DeKUT/REG.AA/AR/26/14

2nd June, 2020

NOTICE TO ALL STUDENTS

REF: AVAILABLE SERVICE PHONE NUMBERS AND EMAIL ADDRESSES

I pray that you are well.

In order to respond to your questions and concerns promptly, it is important that you direct the same to the right office. We have provided on the table below phone numbers and email addresses of the various offices at DeKUT; where you are most likely to seek assistance. On the 4th column (see table below), we have indicated possible issues that you might want to seek guidance/response on.

Kindly try as much as possible to direct your question/concern to the Office mandated to deal with the issue.

Best wishes.

OFFICE	PHONE NUMBER	EMAIL ADDRESS	ISSUES TO SEEK RESPONSES
Deans and Directors	SOE - 0713835969	dean_soe@dkut.ac.ke	1. Matters touching on Academics
	SBME-0713835403	schoolofbusines@dkut.ac.ke	2. Requests for Re-admissions
	SCS &IT- 0713835979	dean-cs-it@dkut.ac.ke	3. Requests for Academic leaves
	SNS- 0700711628	nursing@dkut.ac.ke	4. Progression to the next year of study

	SOS-0701782892	dean-sos@dkut.ac.ke	5. Matters touching on de-registration
	GeTRI-0723496409	getri@dkut.ac.ke	.6.Units on offer for the semester
	IFBT-0729373564	ifbt@dkut.ac.ke	7.Examination results
	ITOHM-0716659395	itohmoffice@dkut.ac.ke	8.Provisional Transcripts
	ITPS-0713835396	itps@dkut.ac.ke	9.Matters of Special/supplementary exams
	IGGRoS-0718291818	iggres@dkut.ac.ke	10.Inter –Faculty transfers
	SGSR-0700648860	graduateschool@dkut.ac.ke	11. Academic Trips
	Nairobi Campus	directornairobi@dkut.ac.ke	12. Remarking of failed unit(s)
Chair of Departments (CoD)		cods@dkut.ac.ke	13.Letter of Completion
School/Institute Administrators		schooladministrators@dkut.ac.ke admin-cs-it@dkut.ac.ke sos-admin@dkut.ac.ke ifbt-admin@dkut.ac.ke soe-admin@dkut.ac.ke sbme-admin@dkut.ac.ke itohm-admin@dkut.ac.ke itps-admin@dkut.ac.ke nairobicampus-admin@dkut.ac.ke geomatics-admin@dkut.ac.ke elearning-admi@dkut.ac.ke directornairobi@dkut.ac.ke graduateschool@dkut.ac.ke	
Director ICT		portal@dkut.ac.ke	1.Access to student’s portal 2. Passwords 3.Students’ DeKUT email
Director, CoDEL		elearning@dkut.ac.ke	
Registrar, AAR	0735835965		Issues to seek responses
	(a)Admissions & Records- 0705688135	admissionsoffice@dkut.ac.ke	1.Admission of students 2.Students’ ID’s 3.Students’ clearance 4.Disciplinary issues-General

			<ul style="list-style-type: none"> 5.Fees/Fees structures 6.Inter-University transfers 7.De-activation of accounts
	(b) Programmes & Training-0705687893	Programmes.training@dkut.ac.ke	<ul style="list-style-type: none"> 1.Fees refunds 2.Graduation 3.NHIF 4.Fees Transfers 5.University bursary
	(c) Examinations-0735835893	Examinations@dkut.ac.ke	<ul style="list-style-type: none"> 1 Release of final transcripts 2.Release of Certificates 3.Disciplinary issues-Examination
	(d) Billing Officer-0705687893	billingofficer@dkut.ac.ke	<ul style="list-style-type: none"> 1. Students' billing. 2.Re-activation of accounts
	(e) Refunds-0713835404	fee.refunds@dkut.ac.ke	<ul style="list-style-type: none"> 1.Fees refunds and transfers
Directorate of Student Welfare	Director –DSW 0708680879, 0798598810	email; deanofstudents@dkut.ac.ke	Student welfare matters
Finance Office	Students' Finance Officer 0773389516	Studentfinance@dkut.ac.ke	<ul style="list-style-type: none"> 1.Fees payment 2.Fees balances 3.Busaries



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