



MURANG'A UNIVERSITY OF TECHNOLOGY
OFFICE OF THE REGISTRAR,
ACADEMIC, RESEARCH & STUDENT AFFAIRS
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REF: MUT/SG/REG.AA/45/2015/VOL.3/15 MONDAY, 27TH JANUARY, 2025

NOTICE TO ALL STUDENTS

SUBJECT: CHANGE OF PROCEDURE ON HANDLING STUDENT MATTERS

This is to inform **ALL students** that the University has reviewed the process of handling student requests to enhance efficiency.

Students shall no longer be required to submit written requests on **Academic Leave, Readmission, Special Examinations and Deferment of studies** to the office of the Registrar, ARSA. However, they shall fill an online form available on the student portal and University Website www.mut.ac.ke

The request shall then go through the approval process and a response sent to the student.

In case of any challenges contact the support team via ictsupport@mut.ac.ke.

Yours sincerely,

PROF. RICHARD JUMA, Ph.D.
REGISTRAR, ACADEMIC, RESEARCH & STUDENT AFFAIRS

Copy to: Vice Chancellor

Deputy Vice Chancellor, ARSA

Finance Officer

Deans of School

Chairman, MUTSO

ICT, Director



MUT IS ISO 9001: 2015 & ISO/IEC 27001:2013 CERTIFIED

