



MOI UNIVERSITY

ISO 9001:2015 CERTIFIED INSTITUTION
OFFICE OF THE DEPUTY VICE CHANCELLOR
STUDENTS' AFFAIRS

INTERNAL MEMO

FROM: Registrar (SA)

DATE: 6th December, 2018

TO : See Below:

REF : MU/RSA/C&H/08

1. Ms. Lilian Guto - Hostel Officer
2. Ms. Elsie Cheruiyot - Hostel Officer

SUBJECT: STUDENTS TO CLEAR OUT OF ROOMS AT THE END OF THE FIRST SEMESTER

The above subject matter refers.

This is to inform you that at the end of this semester, all students are expected to clear out of their rooms/hostels. This will ensure a smooth transition to the second semester.

In this regard, it is advised that you give priority in room booking to First Year students who want to retain their rooms in the hostels.

Your cooperation in this matter will be highly appreciated.

S. K. KOTTUTT
Ag. REGISTRAR, STUDENT AFFAIRS

CC: Vice Chancellor
Deputy Vice Chancellor (SA)
All Students

SKK/st