



**KENYATTA UNIVERSITY**  
**OFFICE OF THE CHAIRMAN**  
**DEPARTMENT OF ORTHOPAEDICS AND TRAUMATOLOGY**

**SERVICE CHARTER DELIVERY**

S/NO.	SERVICES RENDERED	REQUIREMENTS	CHARGES	TIMELINE
1.	Unit Registration	<ul style="list-style-type: none"><li>• Students Unit registration form</li><li>• Finance Clearance</li></ul>	Free	1 Month
2.	Units Adjustments	Unit Adjustment form	Free	3 days
3.	Confirmation of student Unit registration data	Student ID	Free	Immediate
4.	Examination Result Queries	<ul style="list-style-type: none"><li>• Missing Unit marks form</li><li>• Result slip</li></ul>	Free	1 week
5.	Recommendation/introductory Letters/confirmation of units covered	<ul style="list-style-type: none"><li>• Student ID</li><li>• Request letter</li></ul>	Free	1 day

In case of complaints or compliments regarding the services offered, please contact:-

The Chairman, Department of Orthopaedics and Traumatology

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