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DEAN OF STUDENT AFFAIRS
INTERNAL MEMO

FROM: DEAN OF STUDENTS

REF: ZU/17/MEMO/Vol.1/9

TO: ALL STUDENTS

7th April, 2026

SUBJECT: WORK STUDY PROGRAMME

The Work-Study Programme is now accepting applications for the May–August 2026 semester. This programme helps bright, financially needy students cover a portion of their university fees by working within the university while attending their lectures. **Application Deadline: May 8 2026, at 4:00 PM.**

Eligibility requirements: Applicants MUST fulfil the following criteria:

- Be registered as a full-time student in the May - August 2026 semester
- Provide evidence of financial difficulty by submitting all fee statements
- Have completed at least one semester
- Must not be in the last semester of study
- Have achieved a Grade B or higher in your most recent semester's results
- Have no pending units, repeats, or failed courses
- Not have violated any University rules and regulations governing student conduct or any laws of Kenya.
- Agree to abide by the conditions of the work-study program.
- Be available to work for at least one complete semester.
- Obtain a recommendation from your respective head of department.
- Provide statements from two referees who have personal knowledge of your financial situation. One of the referees should be a member of the National Government administration, such as the local chief and the other a clergy e.g. priest, a Kadhi etc, or your former high school principal. The statements should be in sealed envelopes and addressed to the Dean of Students, including the applicant's full name.

Evidence of having participated in a Co-curricular activity is an added advantage

NOTE:

Submit your duly filled application form, along with a cover letter and all required documents, in person to either the Office of Career Services or the Dean of Students office. Application forms can be downloaded on https://ocs.zetech.ac.ke/Ocs/resources_view or picked from the office of career services, Ruiru Campus, Ground Floor.

Elizabeth Muhia
Dean of Student Affairs

