ST. PAUL'S UNIVERSITY
Application Form

Private Bag 00217 LIMURU, KENYA

Email: registry-limurucampus@spu.ac.ke or
registry-nairobicampus@spu.ac.ke

Website: www.spu.ac.ke

Serial No._____

APPLICATION FOR ADMISSION

APPLICATION PROCEDURE
1. Read the application form carefully before filling any information. Give detailed information.
2. **Attach photocopies of all academic certificates** please include both Certificate & result slip/Transcripts: If they are not in English send translated and certified copies.
3. **Attach Three recent** coloured passport size photographs
4. **Attach Photocopy of National Identification card** or Passport or Birth Certificate
5. Send duly completed application form **with a bank slip of Application Fee { CISCO, Certificate & Diploma is Ksh. 1,000 for Degree is Ksh.1,500.} The fee is non-refundable**.(Cash payment NOT acceptable).

Address Application package to:
The Assistant Registrar
St. Paul's University
P. O Box Private Bag 00217
Limuru
KENYA

Drop it to our nearest Campus:
Limuru (Main) Campus
OR   Nairobi Campus
Nakuru Campus
Machakos Campus

Attach a recent passport-sized photograph here

Full Names: _____   _____   _____
First Name   Middle Name   Last Name

ENROLLMENT INFORMATION (Tick one of the following)

Year of Entry _____   January ☐   April ☐   May ☐ September ☐ December ☐

I would like to be considered for*:-   Please tick (√)the course you wish to take BELOW:*

Professional Course: CISCO Certified Network Associate CCNA […]

Certificate Programs

1: Certificate in Business Information Technology: CBIT […]

2. Certificate in Business Management CBM [….]

Diploma Programs

3. Diploma in Business Management: DBM [….]

4. Diploma in Business Information Technology: DBIT [….]

5. Diploma in Computer Science DCS […]

6. Diploma in Community Development DCD […] 7: Diploma in Criminology & Security Management […]

Degree/ Undergraduate programs:

8. Bachelor of Arts - Education: BED-ARTS [.....]

9. Bachelor of Education- Early Childhood: ECDE: [.....]

10. Bachelor of Education -Special Needs: SNE [.....]

11. Bachelor of Arts in Community Development: BACD: [.....]

12. Bachelor of Divinity: BD: […]

13. Bachelor of Business Information Technology: BBIT [….]

14. Bachelor of Arts in Communication: BAC, PR & Development Communication […]

15. Bachelor of Business Administration & Management: BBAM. [….]

16. Bachelor of Arts in Leadership Management: BALM [.....]

17. Bachelor of Computer Science: BCS [.....]   18. Bachelor of Commerce: BCOM[…]

CAMPUS OF STUDY

Limuru Main Campus	**Nairobi Campus**	**Nakuru Campus**	**Machakos Campus**
[ ] Regular/Day Limuru	[ ] Day Nairobi	[ ] Day Nakuru	[ ] Day Machakos
[ ] Evening Limuru	[ ] Evening Nairobi	[ ] Evening Nakuru	[ ] Evening Machakos

[ ] Weekend Machakos

[ ] School Based Machakos
[ ] Distance Learning

Are you a graduate of St. Paul's?   Yes [ ]   No [ ]

If yes, when? _____ which programme _____

PERSONAL INFORMATION

_____   _____   _____
Last (family) Name   Middle Name   First Name

Date of Birth _____   Citizenship _____

Country of Birth _____   Passport No*./ID No. _____

Sex: Female [ ]   Male [ ]

Marital Status: Single [ ]   Married [ ]   Divorced [ ]   Widowed [ ]

Years of formal education in English _____ Level: Primary ____ Secondary _____ Post Secondary ____

Other Languages spoken or written _____

Do you have any disability?   Yes [ ]   No [ ] If yes state nature of disability _____

CURRENT ADDRESS

Postal Address _____   Code _____

City/Town _____   Country _____

Telephone (Home) _____   (Office) _____

Email _____   Mobile _____

PARENT(S)/GUARDIAN/ Next of Kin

Name _____   Relation to applicant _____

Address _____   Telephone _____

Email _____   Mobile _____

RELIGIOUS AFFILIATION

Denomination _____

Roman Catholic [ ] Hindu [ ] Africa Traditional Religion [ ] Muslim [ ] Other Specify_____

For Divinity Applicants: Ordained [ ] To be ordained [ ]

EDUCATION INFORMATION

Please list all the schools, colleges or universities attended (Do not list primary schools)

Name of Institution	Duration of Study	Degree/Diploma/Certificates attained
_____	_____to_____	_____
_____	_____to_____	_____
_____	_____to_____	_____
_____	_____to_____	_____

KCSE INDEX NO……………………………………………………

ADDITIONAL INFORMATION

How did you learn about St. Paul's University?

[ ] Newspaper   [ ] Family/Friend   [ ] Church Announcement   [ ] University Prospectus
[ ] T.V   [ ] Website   [ ] Radio   [ ] Exhibition

If you were referred by a current student kindly fill in the details below:

The Student Name_____

Student Admission Number_____

Student Contact_____

Why do you wish to study through St. Paul's? (Give a brief account)

I certify that all information given is true and accurate to the best of my knowledge. False information may lead to dismissal if admitted.

Signature _____   **Date** _____

FOR OFFICIAL USE ONLY

Recommendation of Departmental Academic Board:

Recommended: Programme _____

    Number of years   One [   ]   Two [   ]   Three [   ]   Four [   ]

Not Recommended: Reason _____

Referred to _____

Head of Department's Signature _____   Date _____

Endorsed by Dean of Faculty _____

Dean's Signature _____   Date _____

Admission's Committee Decision

    Approved: Programme _____

   Number of years   One [   ]   Two [   ]   Three [   ]   Four [   ]

   Not Approved: Reason _____

Chairperson's Signature _____   Date _____

Action by Registrar _____   Signature _____   Date _____

Select the most convenient place for you to pick the admission letter

1. **Main Campus Limuru**   [   ]

2. **Nairobi Campus (Church House)**   [   ]

3. **Nakuru Campus (next to ACK Cathedral)**   [   ]

4. **Machakos Campus (ACK Cathedral)**   [   ]

5. **Posting**   [   ]   **Address:** _____

Any Other(specify)_____

CHECKLISTS:

To be completed by the applicant: (please confirm that you have attached the below documents by ticking)

[   ]   All the details in the form are complete

[   ]   Bank slip of application fee

[   ]   **Three recent** coloured passport size photographs

[   ]   All Academic & Professional Certificates(A level or O level Certificate or Transcript is a Must)

St. Paul's University-MACHAKOS CAMPUS TEL: 0705141002