



ST. PAUL'S UNIVERSITY

Diploma Application Form

Private Bag 00217 LIMURU, KENYA
Email: registry-limurucampus@spu.ac.ke or
registry-nairobicampus@spu.ac.ke
Website: www.spu.ac.ke

Tel Office: +254 (0)20 – 2020505/10
Mobile: +254 (0)728 - 669000
(0)736 - 424440

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 and professional certificates. If they are not in English send translated and certified copies. Non-English speakers must provide proof of competence in English.
3. **Attach Three recent** coloured passport size photographs
4. Send duly completed application form with a bank slip of Kshs.1,000 non-refundable application fee through **National Bank of Kenya Account No. 01021091200100** or **Co-operative Bank of Kenya Account No. 01129475096600**. (Cash payment NOT acceptable)

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

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

**Attach a recent
passport-sized
photograph here**

Full Names: _____
Last Name Middle Name First Name

ENROLLMENT INFORMATION (Tick one of the following)

Year of Entry _____	January <input type="checkbox"/>	May <input type="checkbox"/>	August <input type="checkbox"/>
I would like to be considered for:-			
<input type="checkbox"/> Diploma in Peace building & Conflict Resolution	<input type="checkbox"/> Diploma in Education (Early Childhood)		
<input type="checkbox"/> Diploma in Information Technology	<input type="checkbox"/> Diploma in Education Arts		
<input type="checkbox"/> Diploma in Public Relations	<input type="checkbox"/> Diploma in Leadership & Management		
<input type="checkbox"/> Diploma in Business Information Technology	<input type="checkbox"/> Diploma in Theology		
<input type="checkbox"/> Diploma in Social Work	<input type="checkbox"/> Diploma in Journalism		
<input type="checkbox"/> Diploma in Communication	<input type="checkbox"/> Diploma in Criminology and Security Management		
<input type="checkbox"/> Diploma in Computer Science	<input type="checkbox"/> Diploma in Community Development (available on DL)		
<input type="checkbox"/> Diploma in Counselling Psychology	<input type="checkbox"/> Diploma in Community Health and Development		
<input type="checkbox"/> Diploma in Film Production	<input type="checkbox"/> Diploma in Health Records Management and Informatics		
<input type="checkbox"/> Diploma in Hotel and Catering Management	<input type="checkbox"/> Diploma in Business Management (available on DL)		
<input type="checkbox"/> Diploma in Music	Specializations		
<input type="checkbox"/> Diploma in Clinical Medicine and Surgery	<input type="checkbox"/> Business Management	<input type="checkbox"/> Marketing Management	
<input type="checkbox"/> Diploma in Sign Language	<input type="checkbox"/> Banking	<input type="checkbox"/> Logistics & Supplies	
	<input type="checkbox"/> Project Planning & Management	<input type="checkbox"/> Human Resource	

CAMPUS OF STUDY

Limuru Main Campus

Nairobi Campus

Nakuru Campus

Machakos Campus

Regular/Day

Regular/Day

Regular/Day

Regular/Day

Evening

Evening

Evening

Evening

Distance Learning

Distance Learning

Distance Learning

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

Sex: Female [] Male []

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(**Applicant**) _____

PARENT(S)/GUARDIAN

Name _____ Relation to applicant _____

Address _____ Telephone _____

Email _____ Mobile(Parent/Guardian) _____

RELIGIOUS AFFILIATION

Denomination _____

Protestant Roman Catholic Hindu Muslim Other Specify _____

For Divinity Applicants: Ordained To be Ordained

EDUCATION INFORMATION

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

Name of Institution	Area of Study	Duration of Study	Certificate/Diploma/attained
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____

KCSE INDEX NUMBER _____

BOARDING FACILITIES (Main Campus Limuru)

The boarding fees will be charged as follows:

- 1) Meals per semester Kshs 25,480.00
- 2) Accommodation fees (Room only) Kshs 15,170.00

Full board (Meals and Accommodation) Kshs. 40,650.00

NB: To those who opt for accommodation only, meals are available at the cafeteria on a cash bases or use of a debit smart card provided by the catering service provider.The link to the accommodation facilities: <http://www.spu.ac.ke/student-life/accommodation.html>

Do you wish to Board with us

 Yes No
ADDITIONAL INFORMATION**How did you learn about St. Paul's University?**

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Family/Friend | <input type="checkbox"/> Church Announcement | <input type="checkbox"/> University Prospectus |
| <input type="checkbox"/> T.V | <input type="checkbox"/> Website | <input type="checkbox"/> Radio | <input type="checkbox"/> Exhibition |

Any other(specify) _____

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

Student's Name: _____

Admission Number: _____

Contact details: _____

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 Building)
- 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 (Ksh.1,000)
- Three recent coloured passport size photographs
- All Academic & Professional Certificates(A level or O level Certificate or Transcript is a Must)