



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.(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 May August

I would like to be considered for:-

- Diploma in Peace building & Conflict Resolution
- Diploma in Information Technology
- Diploma in Public Relations
- Diploma in Business Information Technology
- Diploma in Social Work
- Diploma in Communication
- Diploma in Computer Science
- Diploma in Counselling Psychology
- Diploma in Film Production
- Diploma in Hotel and Catering Management
- Diploma in Music
- Diploma in Clinical Medicine and Surgery

- Diploma in Education (Early Childhood)
- Diploma in Education Arts
- Diploma in Leadership & Management
- Diploma in Theology
- Diploma in Journalism
- Diploma in Criminology and Security Management
- Diploma in Community Development (**available on DL**)
- Diploma in Community Health and Development
- Diploma in Health Records Management and Informatics
- Diploma in Business Management (**available on DL**)

Specializations

- Business Management
- Banking
- Project Planning & Management
- Marketing Management
- Logistics & Supplies
- 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 LearningAre 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(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 to	Certificate/Diploma/attained
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____

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)