ST. PAUL'S UNIVERSITY
Undergraduate 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 Current** coloured passport size photographs
4. Send completed application form with a Bank Slip of Kshs.1,500 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)
5. **Foreign Students or Kenyan's** who have **foreign qualifications** need to apply to Kenya National Qualifications Authority (**KNQA**) for recognition and equation of their qualifications before admission.
6. "I consent that the data provided in this form be processed in accordance with the Data Protection Act No. 24 of 2019, the Data Protection (General) Regulations, 2021, and associated legislation".

Address Application package to: *Drop it to our nearest Campus:*
The Assistant Registrar   *Limuru (Main) Campus*
St. Paul's University   *OR*   *Nairobi Campus*
P. O Private Bag   *Nakuru Campus*
Limuru 00217   *Machakos Campus*
KENYA

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 ☐   May ☐   August ☐

I would like to be considered for:-

☐ Bachelor of Science in Computing and Information Systems

☐ Bachelor of Business Administration and Management   ☐ Bachelor of Education (Arts)

☐ Bachelor of Business & Information Technology   ☐ Bachelor of Education in (Special Needs)

☐ Bachelor of Commerce   ☐ Bachelor of Arts in Criminal Justice and Security Management

☐ Bachelor of Health Systems Management and Economics
☐ Bachelor of Arts in Communication   ☐ Bachelor of Arts in Leadership & Management

☐ Bachelor of Arts in Community Development   ☐ Bachelor of Arts in Peace and Conflict Studies

☐ Bachelor of Computer Science   ☐ Bachelor of Arts in Social Work
☐ Bachelor of Science in Health Records Management and Informatics
☐ Bachelor of Arts in Counselling Psychology   ☐ Bachelor of Arts in Translation Studies

☐ Bachelor of Divinity   ☐ Bachelor of Education in Early Childhood Development and Education (ECDE)
☐ Bachelor of Science in Nursing(Regular)

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
[ ] School Based Limuru	[ ] Weekend Nairobi Campus	[ ] School Based Nakuru	[ ] Machakos School Based
[ ] Modular Limuru	[ ] Distance Learning	[ ] Modular Nakuru	[ ] Weekend Machakos
[ ] Weekend Classes Limuru		[ ] Weekend Nakuru	[ ] Distance Learning
[ ] Distance Learning Limuru		[ ] 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**) _____

NEXT OF KIN

Name _____ Relation to applicant _____

Address _____ Telephone _____

Email _____ Mobile(**Next of kin**) _____

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RELIGIOUS AFFILIATION

Protestant
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 previously attended (Do not list primary schools)

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

KCSE INDEX NUMBER _____

BOARDING FACILITIES FOR LIMURU (Main Campus) ONLY

The boarding fees will be charged as follows:
　1) Meals per semester Kshs 29,900
　2) Accommodation fees (Room only) Kshs 16,000 Full

　board (Meals and Accommodation) Kshs. 45,900

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.

Do you wish to Board with us?

[　] **Yes** [　] **No**

For those who would like to reside outside campus contact;
Tulia Hostel Contacts: Carol: 0721 542 810, Edwin: 0728 737 288, Sally: 0796216 820
Three Rey Hostel Contacts: 0720 344 451, 0721 205 224

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

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

Any other(specify)_____

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

　Staff/Student Name: _____

　STP/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 documents below by ticking)

[   ] All the details in the form are complete

[   ] Bank slip of application fee (Ksh. 1500)

[   ] Three recent coloured passport size photograph ID Size

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