



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

OR

**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 Education (Early Childhood)

Diploma in Information Technology

Diploma in Education Arts

Diploma in Public Relations

Diploma in Leadership & Management

Diploma in Business Information Technology

Diploma in Theology

Diploma in Social Work

Diploma in Journalism

Diploma in Communication

Diploma in Criminology and Security Management

Diploma in Computer Science

Diploma in Community Development (**available on DL**)

Diploma in Counselling Psychology

Diploma in Community Health and Development

Diploma in Film Production

Diploma in Health Records Management and Informatics
Diploma in Business Management (**available on DL**)

Specializations

Business Management

Marketing Management

Banking

Logistics & Supplies

Project Planning & Management

Human Resource

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 Distance Learning Limuru 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 AFFILIATIONProtestant
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	Certificate/Diploma/attained
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____

BOARDING FACILITIES (Main Campus Limuru)Intakes:

January-April Semester full boarding Ksh.40, 650

September- December semester full boarding Ksh. 40,650

May- August semester full boarding Ksh.29, 810

Meals only:

One meal(Lunch, 10 O'clock and 4 O'clock tea) Ksh. 9, 600

Two meals(10 O'clock tea, Lunch, 4 O'clock tea and supper) Ksh.19, 200

Do you wish to Board with us:

 Yes NoThe link to the accommodation facilities: <http://www.spu.ac.ke/student-life/accommodation.html>**Transport for Limuru (Main Campus) only (Limuru town & Ruaka)**Need Transport: Yes NoIf Yes, Kindly indicate the Location to be picked/dropped Limuru Town RuakaTime: 7:30 am (pick up); 4.00pm (drop off) 5.30 pm (pick up); 8.30pm (drop off)**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) _____

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)