



# ST. PAUL'S UNIVERSITY

## Certificate Application Form

Private Bag 00217 LIMURU, KENYA  
Email: [registry-limurucampus@spu.ac.ke](mailto:registry-limurucampus@spu.ac.ke) or  
[registry-nairobicampus@spu.ac.ke](mailto:registry-nairobicampus@spu.ac.ke)  
Website: [www.spu.ac.ke](http://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 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: \_\_\_\_\_  
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:-

- Certificate in Business Management  Certificate in Business Information Technology
- Certificate in Computer Science  Certificate in Communication
- Certificate in Community Development and Social work

**CAMPUS OF STUDY****Limuru Main Campus** Regular/Day Limuru Evening Limuru**Nairobi Campus** Day Nairobi Evening Nairobi**Nakuru Campus** Day Nakuru Evening Nakuru**Machakos Campus** Day Machakos Evening MachakosAre 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**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 _____	_____

**BOARDING FACILITIES FOR LIMURU (Main Campus) ONLY**

January-April Semester full board Ksh.40, 650  
September- December semester full board Ksh. 40,650  
May- August semester full board Ksh.29, 810

Meals only:

One meal Ksh. 9, 600

Two meals Ksh.19, 200

NB: - Both meals include 10 O'clock and 4 O'clock tea

- Breakfast is not served to non-boarders

The link to the accommodation facilities: <http://www.spu.ac.ke/student-life/accommodation.html>

Do you wish to Board with us

Yes  No

**Transport for Limuru (Main Campus) only (Limuru town & Ruaka)**

Need Transport:  Yes  No

If Yes, Kindly indicate the Location to be picked/dropped  Limuru Town  Ruaka

Time:  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 documents below by ticking)**

- All the details in the form are complete
- Bank slip of application fee (Ksh. 1000)
- Three recent coloured passport size photograph ID Size
- All Academic & Professional Certificates( A level or O level Certificate or Transcript is a Must)