



ST. PAUL'S UNIVERSITY

Certificate 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 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

OR

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

*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:-

- | | |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Certificate in Business Management | <input type="checkbox"/> Certificate in Business Information Technology |
| <input type="checkbox"/> Certificate in Computer Science | <input type="checkbox"/> Certificate in Communication |
| <input type="checkbox"/> Certificate in Community Development and Social work | <input type="checkbox"/> Certificate in Criminology and Security Management |
| <input type="checkbox"/> Certificate in Information Technology | <input type="checkbox"/> Certificate in Theology |
| <input type="checkbox"/> Certificate in Music | <input type="checkbox"/> Certificate in Sign Language |

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 _____ 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 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	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 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?

Newspaper Family/Friend Church Announcement University Prospectus
 T.V Website Radio 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) _____

CHECKLIST:

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)