

# ST. PAUL'S UNIVERSITY

## **Undergraduate Application Form**

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Email: registry-limurucampus@spu.ac.ke or

registry-nairobicampus@spu.ac.ke

registry-nakurucampus@spu.ac.ke

Tel Office: +254 (0)20 - 2020505/10 Mobile: +254 (0)728 - 669000 (0)736 - 424440

# Serial No.

Website: <u>www.spu.ac.ke</u> 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.** <u>01021091200100</u> or **Co-operative Bank of Kenya Account No.** <u>01129475096600</u>. (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.

Address Application package to: The office of Registrar-Academ St. Paul's University P. O Private Bag Limuru 00217 KENYA		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 (Ti	ck one of the follow	ing)		
Year of Entry	Januar	y 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	1 Technology	Bachelor of Education in (S	Special Needs)	
Bachelor of Commerce Bachelor of Health Systems Manageme	nt and Economics	Bachelor of Arts in Crimin	al Justice and Security Management	
Bachelor of Arts in Communication		Bachelor of Arts in Leader	ship & Management	
Bachelor of Arts in Community Dev	velopment	Bachelor of Arts in Peace a	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 Psy	chology	Bachelor of Arts in Transla	tion Studies	
Bachelor of Divinity		Bachelor of Education in F	arly Childhood Development and	
Bachelor of Science in Nursing(Reg	gular)	Education (ECDE)	any childhood Development and	

CAMPUS OF STUDY				
Limuru Main Campus	Nairobi Campus	Nakuru Campus		
Regular/Day Limuru	Day Nairobi	Day Nakuru		
Evening Limuru	Evening Nairobi	Evening Nakuru		
School Based Limuru	Weekend Nairobi Campu	s School Based Nakuru		
Modular Limuru	Distance Learning	Modular Nakuru		
Weekend Classes Limuru		Weekend Nakuru		
Distance Learning Limuru		Distance Learning.		
Are you a graduate of St. Paul's? Yes No No If yes, which programmeindicate your previous student number				
PERSONAL INFORMATION	Ň			
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				

### STUDENT DISCLOSURE OF DISABILITY

The University has a responsibility to provide all students with equal rights to participate in education and to be treated with dignity in a supportive learning environment. The University assists students with disabilities and/or significant health conditions to complete all University learning activities within the context that the interests of all parties affected are balanced and risks minimized. All of the University's programs and courses are available to people living with disability and/or significant health conditions, unless a reasonable accommodation cannot be made that maintains the academic, clinical and professional requirements of the Program/Course detailed in the Program Learning Outcomes (PLOs) or will cause unjustifiable hardship to the University.

St.Paul's University asks students to disclose relevant information about circumstances that may impact on their capacity to undertake their studies and for the purpose of making reasonable adjustments.

Do you have any disability? Yes [ ] No [ ] If yes state nature of disability \_\_\_\_\_

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)
NEXT OF KIN (INCASE OF EM	ERGENCY)
Name	Relation to applicant
Address	Telephone
Email	Mobile
RELIGIOUS AFFILIATION	
Protestant Denomination	
	Africa Traditional Religion Muslim Other Specify
Denomination	Africa Traditional Religion Muslim Other Specify
Denomination Roman CatholicHindu [ For Divinity Applicants: Ordained EDUCATION INFORMATION	Africa Traditional Religion Muslim Other Specify
Denomination Roman Catholic Hindu [ For Divinity Applicants: Ordained EDUCATION INFORMATION	Africa Traditional Religion Muslim Other Specify
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Denomination Roman Catholic Hindu [ For Divinity Applicants: Ordained EDUCATION INFORMATION Please list all the schools, colleges, o	Africa Traditional Religion Muslim Other Specify To be ordained Other Other Content of the other Content of Study Degree/Diploma/Certificates attained
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#### 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?

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

#### ADDITIONAL INFORMATION How did vou 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 \_\_\_\_\_

#### CONSENT FOR DATA SHARING WITH GUARDIANS/PARENTS

I, \_\_\_\_\_\_, hereby consent to the sharing of my personal data with my guardians/parents when necessary, regarding my academic progress, events, emergencies, and other relevant educational matters as appropriate.

I understand that I have the right to withdraw this consent at any time by contacting the Academic Registrar at registrar-academics@spu.ac.ke

#### Select the most convenient place for you to pick the admission letter

Juice	the most convenient place for you t	b piek the dumission 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 Ot	her(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)	

#### DATA USAGE STATEMENT

Your personal data provided in this admission application form will be used by St Paul's University for the following purposes

- 1. Admission and Enrollment: Processing your application and facilitating enrollment.
- 2. Academic Administration: Managing student records, assessment, and grading.
- 3. Communication: Sending updates, event invitations, and academic information.
- 4. Research and Analysis: Improving programs and services through research and analysis.
- 5. Compliance: Meeting legal, regulatory, and institutional requirements.
- 6. Applicants are informed that the University uses proctoring software for online examinations to maintain integrity. This software collects personal data, including name, student ID, audio video and screen captures, solely for identity verification and exam monitoring. The University prioritizes data protection and adheres to strict security measures. By participating in online exams, students consent to the collection and processing of their personal data according to our privacy policy.

Your data will be stored securely and accessed only by authorized personnel. We do not disclose personal information to third parties without consent, except where required by law. By submitting this form, you acknowledge and consent to the use of your personal data as described. Contact our Academic Registrar at registrar-academics@spu.ac.ke for any concerns

#### 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 School Dean			
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		