



MSc/MBA & POSTGRADUATE COURSE APPLICATION FORM

Complete **all** appropriate sections in **block letters** and return with your **non-refundable application fee, copies and originals** of your certificates and other supporting documents to: **Office of the Registrar, KCA University, P. O. BOX 56808-00200, NAIROBI KENYA.** TEL: +254715532187 / +254792793056 / +254710888022 / +254734888022 / 020 8070408/9 /FAX: 254-020-8561077

E-mail: registrar@kca.ac.ke Website: www.kca.ac.ke

AFFIX 2
RECENT

PASSPORT

PHOTOS

Applicant's Name(s)

Surname	First	Middle

Date of Birth: Month / Date / Year / /	Female <input type="checkbox"/> Male <input type="checkbox"/>	Religion:
Place of Birth:	Citizenship:	Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/>
National ID No / Passport No:	Residential District:	Home Location:

Mailing Address/ Contacts

P.O. Box / Postal Code / Town / /	Mobile No(s). a) _____ b) _____	Tel No. (office/house)	Email Address
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Next of Kin or Guardian's Details (Contacts in case of emergency)

Name	Relationship to applicant.....
P.O. Box Postal Code	Town.....
Telephone.....	Email address.....

Course Name (Tick where appropriate)

Master of Science (MSc)

- ☐ MSc Commerce
- ☐ MSc. Development Finance
- ☐ MSc Data Communications
- ☐ MSc Information Systems Mgt
- ☐ MSc. Knowledge management & Innovation

Master of Business Administration (MBA)

- ☐ MBA Marketing, Human Resource Management, Procurement & Supplies
- ☐ MBA Corporate Management
- ☐ **Master or Education:**
- ☐ Education Administration
- ☐ Curriculum Development
- ☐ Education Planning
- ☐ Economics of Education

Post Graduate Diploma

- ☐ Education (Information Technology)
- ☐ Corporate Governance

How do you intend to finance your studies?

Personal Savings ☐ Company Sponsorship ☐

Contacts (Tel/Mobile).....

Have you previously registered with KCA?

Yes ☐

No ☐

If yes, gives your KCA Reg. Number

Education (please list last colleges or universities attended)

Name (School/College)	Period attended		Course/Education (Level attained e.g. certificate, diploma, degree)	Grade/Award
	From	To		
College/University a).				
b).				
c).				

Current Employer Details

Company Name	Position (Title)	Work Experience (Duration)	Address
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Relatives who have attended KCAU (if any)

Name Relationship Mobile No.

Name Relationship Mobile No.

How did you learn about KCA – Tick one

College Guide ☐ Newspaper ☐ TV ☐ Radio ☐ KCAU Website ☐
 Exhibition ☐ Parent ☐ Relative ☐ Friend ☐ School Teacher ☐
 KCAU Student ☐ KCAU faculty ☐ Mailing ☐ College/High School Fair ☐ KCAU alumnus/alumni ☐
 Other (specify)

- All forms **MUST** be **SIGNED** before returning them to the Admissions Office. **ORIGINALS and COPIES** of the following documents must be attached;

1. National ID /Birth Certificate
2. Academic Certificate and Transcripts
3. Current Detailed CV
4. Recommendation Letter from Employer

- In **addition**, applicants should bring;
5. Two colour passport-size photographs

- Application fees (Kshs **3000**) can be deposited in **one** of the following KCAU bank accounts:

<u>Bank Code</u>	<u>Account No.</u>	<u>Bank Name</u>
- 002	010 200 117 1100	Standard Chartered Bank-Ruaraka,
- 073	135 217 8	Barclays Bank – Westlands,
- 075	176 631 9	Barclays Bank –Moi Avenue,
- 007	107 654 003	Commercial Bank of Africa – Wabera Street

- **ORIGINAL DEPOSIT SLIP** must be attached to the application form when forwarding to the admissions office

FOR OFFICIAL USE

Certified & Processed

Officer.....

Sign.....

Date.....

ATTESTATION

I hereby certify that the information given in this application is correct and complete to the best of my knowledge, and hereby give my permission to the Admissions Office to obtain any verification deemed necessary to process my application. I further certify that attached are true copies of my official transcripts as requested, and that the copies become the property of the university. I include with this application form the official payment receipt /Bank deposit slip for the application fee and copies of other documents as stated in the application requirements.

Signature.

Date.....

Thank you for choosing to study with us!