APPLICATION FORM FOR ADMISSION TO UNIVERSITY PROGRAMMES

Guidance/Instructions

For further information on application process refer to http://www.riarauniversity.ac.ke/

1. The completed form should be submitted or returned to: The Academic Registrar, P.O. Box 49940 – 00100, NAIROBI, KENYA.

2. Please complete this form in BLOCK LETTERS. If a section does not apply to you, leave it blank.

3. Attach certified copy of National Identity card and/or passport, certificates and transcripts and one recent passport size photograph.

4. Attach a copy of the receipt for the application fee of Ksh 2,000.

5. If applying for the Bachelor of Laws (LLB) programme please attach a personal statement of not more than 500 words.

6. If applying for the Bachelor of Business Administration programme please attach a statement of objectives (*See notes below).

7. All applications will be acknowledged.

* Statement of Objectives for applicants into the BBA Programme
Each candidate must write a statement of objectives giving a brief explanation as to why they are interested in studying the Bachelor of Business Administration and how this programme applies to their personal and professional objectives. They should also describe their creative, innovative and life changing talents or entrepreneurial ideas that they possess and hope to be nurtured and what they intend to achieve and plan to do during the study period and upon graduation (Should not exceed 300 words).

TO BE COMPLETED BY THE APPLICANT

SECTION 1

(A) : PERSONAL DETAILS

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<th>First Name</th>
<th>Second Name</th>
<th>Third/other</th>
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<th>Address</th>
<th>Postal Code</th>
<th>Town/City</th>
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<th>Country</th>
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<th>Gender</th>
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<tr>
<th>National ID / Passport No</th>
<th>Country of Permanent Residence</th>
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&emsp; DD &emsp; MM &emsp; YEAR
RIARA UNIVERSITY APPLICATION FORM

SECTION 1

(A) PERSONAL DETAILS

- Application Form Number:
- Passport photograph

Please refer to the University Prospectus and Academic Handbook for details of the Programme you wish to apply for, and for the entry requirements.

The completed form should be submitted or returned to: The Academic Registrar, P.O. Box 49940 – 00100, NAIROBI, KENYA.

Please complete this form in BLOCK LETTERS. If a section does not apply to you, leave it blank.

Attach certified copy of National Identity card and/or passport, certificates and transcripts and one recent passport size photograph.

Attach a copy of the receipt for the application fee of Ksh 2,000 for East African applicants and 4,000 for non-East African applicants.

If applying for the Bachelor of Laws (LLB) programme please attach a personal statement of not more than 500 words.

If applying for the Bachelor of Business Administration programme please attach a statement of objectives (*See notes).

All applications will be acknowledged.

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Postal Code
Town/City
Country
Mobile number
Email
Facebook
Twitter
Gender
Male
Female
Nationality

Date of Birth

National ID / Passport No

Country of Permanent Residence

(B): NEXT OF KIN/SPONSOR/GUARDIAN’S DETAILS

First Name
Second Name
Third/other

Address
Postal Code
Town/City
Country
Mobile number
Relation

SECTION 2

(A): COURSE APPLICATION DETAILS

Course applied for:

Programme Type
- Certificate
- Diploma
- Higher Diploma
- Undergraduate
- Postgraduate
- Other (Please Specify)

Mode of Study
- Day
- Evening/Weekend
- Holiday based
- Distance

(B): HOW DID YOU LEARN ABOUT RIARA UNIVERSITY

Newspaper Advertisement
Website
Friend
Riara Alumni
Exhibition

Faculty/Staff/Student
High School/Parent
TV/Radio
Career Fair
Others Specify

SECTION 3

EDUCATION BACKGROUND

University/College/Secondary School(s). Please start with the most recent or current institution.

Please attach certified or scanned copies of the KCSE and/or equivalent certificates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Institution (include location)</th>
<th>Degree/Diploma/certificate Course title</th>
<th>Grade obtained or award and date of award</th>
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SECTION 4: APPLICANT’S DECLARATION

I declare that the information given herein is true and accurate to the best of my knowledge and fully understand that any information found to be false would lead to automatic disqualification.

Applicant’s Full Name ___________________________ Applicant’s signature __________________

Date __________________

SECTION 5: (A): RECOMMENDATIONS BY THE SCHOOL:

Meets requirements

Statement of objectives/
Personal statement

Satisfactory

Unsatisfactory

Comments/Conditions:

Signed _____________________________ Date ________ MM ________ YEAR

Dean/Programme Leader .................................................................

(B): RECOMMENDATIONS OF THE ADMISSIONS COMMITTEE

Programme admitted: Specialization Alternative offer Not admitted

Signed _____________________________

Academic Registrar

Date ________ MM ________ YEAR

Institution where obtained Title/name of unit/course Grade obtained Year of Completion

(B): EXEMPTION (If Applicable)

Indicate the highest professional qualification submitted to support application for exemption.

Please attach certified or scanned copies of certificates, academic transcripts and result slips.
APPLICATION CHECKLIST I

The following is a list of items needed when sending an application:

**East African Applicant**

1. Application form duly filled
2. Copy of National Identification Card/Passport
3. Copies of all academic Transcripts and Certificates
4. (Originals MUST be shown to the Admission Office upon admission)
5. 1 (one) Passport size photo
6. Non-refundable fee of Kshs. 2,000

**Non-East African (International) Applicant**

1. Application form duly filled
2. Copy of Passport
3. Copies of all academic Transcripts and Certificates (include the translated copy where applicable)
4. (Originals MUST be shown to the Admission Office upon admission)
5. 1 (one) Passport size photo
6. Non-refundable fee of Kshs 2,000

**Pupils Pass Processing**

Have you provided the following additional documents?

1. Pupils Pass Application form (Form8) duly filled signed and stamped
2. Copy of Passport (Bio-data and Visa page)
3. Copies of all academic Transcripts and Certificates (include the translated copy where applicable)
4. Two Passport size Photographs
5. Commitment Letter from the Parent/Guardian/Sponsor stating that he or she will cater for the fees and accommodation expenses
during the period of study
6. Copy of Parent/Guardian Passport (Bio-data page)
7. Cover Letter from the school
8. Pupils Pass Processing Fee Kshs.5, 000 per year for International Students

APPLICATION CHECKLIST II (FOR OFFICIAL USE ONLY)

1. Letter of Admission
2. Copy of Academic Credentials
3. Sponsorship Agreement
4. Course Registration Form
5. Scholarship Letter of request / Offer