



Passport  
photograph

## APPLICATION FORM NO.

# 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

First Name  Second Name  Third/other

Address  Postal Code  Town/City

Country  Mobile number

Email

Facebook

Twitter

Gender  Male  Female Nationality  Date of Birth  DD  MM  YEAR

National ID / Passport No  Country of Permanent Residence

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

First Name  Second Name  Third/other

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Address  Postal Code  Town/City

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Country  Mobile number

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Email  Relation

**SECTION 2  
(A): COURSE APPLICATION DETAILS**

Course applied for: \_\_\_\_\_

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**Programme Type**

Certificate       Diploma       Higher Diploma

Undergraduate       Postgraduate       Other (Please Specify)

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**Mode of Study**

Day       Evening/Weekend

Holiday based       Distance

**(B): HOW DID YOU LEARN ABOUT RIARA UNIVERSITY**

Website       TV/Radio/Newspapers

Riara Alumni       Social Media

Friend       Career Fairs/Exhibitions

Staff/Student       High School/Parent

Name: \_\_\_\_\_ Tel: \_\_\_\_\_      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.**

Date		Institution (include location)	Degree/Diploma/certificate Course title	Grade obtained or award and date of award
From	To			

**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.

Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Meets requirements

Statement of objectives/  
Personal statement

Satisfactory
Unsatisfactory

Comments/Conditions:

Signed \_\_\_\_\_

Date 

DD	MM	YEAR
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**Dean/Programme Leader** .....

**(B): RECOMMENDATIONS OF THE ADMISSIONS COMMITTEE**

Programme admitted:

Specialization

Alternative offer

Not admitted

**CHECKED BY:**

Signed \_\_\_\_\_

**Admissions Manager**

Date 

DD	MM	YEAR
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Signed \_\_\_\_\_

**Academic Registrar**

Date 

DD	MM	YEAR
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## APPLICATION CHECKLIST I

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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
9. Pupils Pass Processing Fee Kshs.5, 000 per year for International Students

## APPLICATION CHECKLIST II (FOR OFFICIAL USE ONLY)

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



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 P.O. Box 49940-00100 Nairobi, Kenya  
 Tel: 0703 038 000  
 Fax: 020 2525789  
 Email: [info@riarauniversity.ac.ke](mailto:info@riarauniversity.ac.ke)  
[www.riarauniversity.ac.ke](http://www.riarauniversity.ac.ke)