



## 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: 254-020 – 8561045/6177/803/8 FAX: 254-020-8561077 E-mail: [registrar@kca.ac.ke](mailto:registrar@kca.ac.ke) Website: [www.kca.ac.ke](http://www.kca.ac.ke)

AFFIX 2  
RECENT  
  
PASSPORT  
  
PHOTOS

**Applicant's Name(s)**

<b>Surname</b>	<b>First</b>	<b>Middle</b>

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

**Mailing Address/ Contacts**

P.O. Box      / Postal Code / Town /                    /	<b>Mobile No(s).</b> a) b)	<b>Tel No. (office/house)</b>	<b>Email Address</b>

**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)**

<b>Master of Science (MSc)</b> <input type="checkbox"/> MSc Commerce <input type="checkbox"/> MSc Data Communications <input type="checkbox"/> MSc Information Systems Mgt <input type="checkbox"/> MSc Advanced Databases & Visual Analytics	<b>Master of Business Administration (MBA)</b> <input type="checkbox"/> MBA Marketing, Human Resource Management, Procurement & Supplies <input type="checkbox"/> MBA Corporate Management <input type="checkbox"/>	<b>Post Graduate Diploma</b> <input type="checkbox"/> Education (Information Technology) <input type="checkbox"/> Corporate Governance
---	--	--

**Preferred Intake Year:** \_\_\_\_\_

**Mode of Study**

January       May       September

Full time       Part time       Weekend

**Campus:** Main/Ruaraka

City Centre/Town

Kisumu

**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, give 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
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**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!**