

Mount Kenya University



INTER-INSTITUTION/UNIVERSITY TRANSFER FORM

READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM.
**COMPLETE ALL APPROPRIATE SECTIONS IN CAPITAL/BLOCK LETTERS AND RETURN WITH A
 NON-REFUNDABLE APPLICATION FEE AND OTHER SUPPORTING DOCUMENTS TO:**

Mount Kenya University, Registrar Academic Affairs Office

P.O. Box 342-01000 THIKA, KENYA

Tel: +254 020 2088310; +254 020 233 8146/8

Fax: +254 020 2050315, cell: +254 0720790796; 0789126571

Email: info@mku.ac.ke / admissions@mku.ac.ke

PLEASE WRITE IN CAPITAL LETTERS.

1. APPLICANT'S DETAILS

FULL NAMES (as per secondary school certificates or its equivalent)				
TITLE	MR []	MRS []	MS []	GENDER Male [] Female []

DATE OF BIRTH	NATIONALITY	NATIONAL ID/PASSPORT NO.
COUNTY	SUB- COUNTY	LOCATION

2. PERMANENT ADDRESS

P.O.BOX	EMAIL
MOBILE PHONE	TOWN

3. PARENTS/GUARDIAN INFORMATION

NAME OF THE FATHER:	PHONE NUMBER:	OCCUPATION:	DECEASED/ ALIVE
NAME OF THE MOTHER:	PHONE NUMBER:	OCCUPATION:	DECEASED/ ALIVE
NAME OF THE GUARDIAN:	PHONE NUMBER:	OCCUPATION:	

4. EMERGENCY CONTACTS

NAME:	PHONE NUMBER:	OCCUPATION:	RELATIONSHIP
NAME:	PHONE NUMBER:	OCCUPATION:	RELATIONSHIP

5. EDUCATIONAL BACKGROUND:

a. Secondary Education

INSTITUTION ATTENDED	FROM (YEAR)	TO (YEAR)	CERTIFICATE AWARDED	MEAN GRADE

b. Post-Secondary Education

INSTITUTIONS ATTENDED	FROM (YEAR)	TO (YEAR)	CERTIFICATE/DEGREE AWARDED	CLASSIFICATION

c. Former institution

INSTITUTION ATTENDED	COURSE PURSUED (Indicate Teaching Subjects /Specialization where possible)	FROM (YEAR)	TO (YEAR)	Reasons for Transfer

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6. Mode/Intake (tick appropriate)

i.	MODE OF STUDY	Regular <input type="checkbox"/> Distance and Institution Based Learning (DIBL) <input type="checkbox"/> Digital Varsity <input type="checkbox"/> Part Time <input type="checkbox"/> Weekends <input type="checkbox"/> Evening <input type="checkbox"/>
ii.	PREFERRED INTAKE	January <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> August <input type="checkbox"/> September <input type="checkbox"/> December <input type="checkbox"/>

7. CAMPUS WHERE STUDY WILL BE UNDERTAKEN (For Digital Varsity Mode, Campus where Examinations will be done).

<input type="checkbox"/> MAIN CAMPUS- THIKA	<input type="checkbox"/> NAIROBI	<input type="checkbox"/> MOMBASA	<input type="checkbox"/> ELDORET	<input type="checkbox"/> NAKURU	<input type="checkbox"/> NKUBU	<input type="checkbox"/> KITALE	<input type="checkbox"/> KAKAMEGA
<input type="checkbox"/> KISII	<input type="checkbox"/> KIGALI	<input type="checkbox"/> KISUMU	<input type="checkbox"/> KERicho	<input type="checkbox"/> GARISSA	<input type="checkbox"/> MALINDI	<input type="checkbox"/> HARGAISA	<input type="checkbox"/> NYERI

8. FINANCING OF STUDIES.

Please Tick	<input type="checkbox"/> SELF	<input type="checkbox"/> PARENTS/GUARDIAN	<input type="checkbox"/> GOVERNMENT/HELB	<input type="checkbox"/> OTHER SPONSORSHIP
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9. PREFERRED HOBBY

PREFERRED SPORT	
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10. STATE WHETHER YOU HAVE ANY SPECIAL NEEDS THAT REQUIRE SPECIAL ATTENTION

Please Tick	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, State the need:		

11. INDICATE HOW YOU LEARNT ABOUT MOUNT KENYA UNIVERSITYRadio ☐ Television ☐ Newspapers ☐ Friends ☐ Career Exhibitions ☐ Others State**12. ATTESTATION.**

<p>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 I will arrange for the forwarding of official transcripts as requested in the instructions, and that transcripts become the property of Mount Kenya University and will neither be forwarded to another institution nor returned to me. I will include with this application my application fee receipt and other documents as required in the application instructions.</p> <p>Signature : Date.:</p>

SIGN YOUR APPLICATION FORM BEFORE RETURNING IT TO MOUNT KENYA UNIVERSITY.**APPLICATION CHECKLIST**

1. Non-refundable application fee (Kshs. 1,000 or US\$ 50 for foreign students for Undergraduate and Kshs. 2,000 or US\$ 100 for Postgraduate programmes. No cash payment*)
2. Duly filled and signed Inter-Institution/University application form
3. Copies of all academic certificates including secondary school certificates, Bachelors, Diplomas & Certificate level transcripts and certificates.
4. Clearance from the former University
5. Transcripts from the former university
4. One (1) recent passport size photograph (write your name on reverse side)
5. Copy of national I.D/Passport.

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL STUDENTS

1. An official translation of academic records (where language of study is not English)
2. A current financial guarantee letter

PAYMENT OF APPLICATION FEE

- Application fee is payable through Pay bill Number: 270988 (Go to Mpesa select Pay bill option, Enter your National ID/Passport Number as account code, Amount, Mpesa Pin).
- For International applicants, application fee is payable through Dollar Account 1173740309 swift code KCBLKENX for International Applicants

Payment can also be made to the following bank accounts:

- a) Equity Bank Ltd Thika Branch, A/C number 0090292435067 payable at any Equity Bank Branch;
- b) Family Bank Ltd Thika Branch, A/C number 005000019336, payable at any Family Bank Branch;
- c) NIC Bank, Thika Branch, A/C number 21200008796 Payable at any NIC Bank Branch
- d) Standard Chartered Bank, Thika Branch A/C number 0102049817400 payable at any Standard Chartered Bank branch
- e) Kenya Commercial Bank, Thika Branch A/C number 1121032222 payable at any Kenya Commercial Bank Branch
- f) Co-operative Bank, Thika Branch - 01129279981300 payable at any Co-operative Bank Branch

*** Money once paid is not refundable.****ONLY DULY FILLED TRANSFER FORM WILL BE PROCESSED.****FOR OFFICIAL USE ONLY**

REFERENCE NO:..... APPLICATION FEES RECEIPT NO./CHEQUE NO.....
 DATE:..... NAME:..... SIGNATURE

Mount Kenya University RESERVES THE RIGHT OF ADMISSION

More information may be obtained from the Office of Registrar, Academic Affairs Mount Kenya University
www.mku.ac.ke