



Unlocking Infinite Possibilities

COURSE ADVANCEMENT FORM

Instructions:

1. The form should be filled in duplicate. One copy of the dully filled copy to be submitted to the Admissions office and the other to the Registration office.
2. Attach all the following documents:
 - Transcripts of the previous Course **or** Result slips
 - Certificate of the previous Course **or** completion letter
 - National ID.
 - Secondary school(KCSE) certificate.

PART A: TO BE FILLED BY APPLICANT

NAME.....

REGISTRATION NUMBER (Previous Course)

ID. NOMOBILE NO.....

HOME TOWN.....EMAIL.....

NEXT OF KIN.....PHONE. NO.....

DATE.....

Current Course:	Study Mode:
New Course:	Study Mode:
Teaching Subjects/Specialization	

REPORTING INTAKE.....

PART B: OFFICIAL USE ONLY

1) COMMENTS BY HEAD OF DEPARTMENT (CURRENT DEPARTMENT):

Approved/Not Approved (Tick appropriately)

First degree Classification (if possible)

Name..... Sign Date.....

2) COMMENTS BY HEAD OF DEPARTMENT (RECEIVING DEPARTMENT):

Approved/Not Approved (Tick Appropriately)

Name.....Sign.....Date.....

3) COMMENTS BY DEAN OF SCHOOL (RECEIVING SCHOOL):

Approved/Not Approved (Tick Appropriately)

Name.....Sign.....Date.....

4) CHAIRMAN ADMISSIONS COMMITTEE:

APPROVED / NOT APPROVED (Tick Appropriately)

Sign.....

Date.....