



## 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 (Refer to page 2) AND OTHER SUPPORTING DOCUMENTS TO:

Mount Kenya University, Registrar Academic Administration Office

P.O. Box 342-01000 THIKA, KENYA

Tel: +254 709153000 / +254 709153200

Cell: +254 720790796

Email: [apply@mku.ac.ke](mailto:apply@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	
*COUNTRY OF RESIDENCE					

## 2. PERMANENT ADDRESS

P.O.BOX		EMAIL	
MOBILE PHONE		*CITY/TOWN	

## 3. NEXT OF KIN DETAILS

NAME		RELATIONSHIP	
CELL PHONE		ADDRESS	
P.O.BOX		EMAIL	

## 4. 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 where the applicant is transferring from)

INSTITUTION ATTENDED	FROM (YEAR)	TO (YEAR)	Reasons for Transfer

## 5. EDUCATIONAL PLANS (tick as appropriate)

i.	PROGRAMME LEVEL	Doctorate [ ]	Master's [ ]	Postgraduate Diploma [ ]	Bachelor's [ ]	Diploma [ ]	Certificate [ ]
ii.	PROGRAMME NAME				Teaching Subjects / Specialization (Where Applicable)		
iii.	MODE OF STUDY	Regular [ ] Evening [ ] Weekends [ ] Distance, Institution - Based and Electronic Learning (DIBeL) [ ] Open, Distance and Electronic Learning (ODEL) [ ]					
iv.	PREFERRED INTAKE	January [ ]	April [ ]	May [ ]	August [ ]	September [ ]	December [ ]

6. **CAMPUS WHERE STUDY WILL BE UNDERTAKEN (For ODEL Mode, Campus where Examinations will be done).**

MAIN CAMPUS - THIKA [ ] PARKLANDS [ ] NAIROBI [ ] MOMBASA [ ] ELDORET [ ] NAKURU [ ] MERU [ ] KAKAMEGA [ ]  
KITALE [ ] KISII [ ] KIGALI [ ] KISUMU [ ] KERicho [ ] MALINDI [ ] HARGEISA [ ] NYERI [ ] KAMPALA [ ] EMBU [ ] MACHAKOS [ ]

7. **FINANCING OF STUDIES.**

Please Tick SELF [ ] PARENTS/GUARDIAN [ ] GOVERNMENT/HELB [ ] OTHER SPONSORSHIP [ ]

8. **HOBBY**

PREFERRED SPORT

9. a) **DO YOU HAVE ANY FORM OF DISABILITY? Tick Appropriately**

Physical disability [ ] Visual impairment [ ] Hearing Impairment [ ] Mental health conditions (e.g. Bipolar) [ ]

Autism Spectrum Disorder [ ] Dwarfism [ ] Other [ ] Specify .....

b) **IS THERE ANY OTHER CONDITION YOU NEED TO BRING TO THE ATTENTION OF THE UNIVERSITY THAT MAY REQUIRE SPECIAL ATTENTION?**

Please Provide Details; .....

10. **INDICATE HOW YOU LEARNT ABOUT MOUNT KENYA UNIVERSITY**

Radio [ ] Television [ ] Newspapers [ ] Friends/referral [ ] Exhibitions [ ] Teachers [ ] Prospectus [ ] University Website [ ] Social media [ ]

Career days [ ]

11. **DECLARATION**

I Consent that information on my conduct, fees status and academic progress may be made available to my parent/guardian/sponsor as appropriate.

12. **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 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.

Signature: ..... Date: .....

**Sign your application form before returning it to Mount Kenya University.**

**APPLICATION CHECKLIST**

1. Non-refundable application fee Kshs. 1,000 for East African applicants or US\$ 50 for Non – East African applicants (for Undergraduate programmes) and Kshs. 2,000 for East African applicants or US\$ 100 for Non – East African applicants (for Postgraduate programmes);  
**No cash payment)**
2. Duly filled and signed application form
3. Copies of all academic certificates (Secondary school certificates; Bachelors, Diplomas & Certificate level certificates and transcripts).
4. One (1) recent passport size photograph (write your name on reverse side)
5. Copy of national I.D/Passport/Birth Certificate
6. An official translation of academic records (where language of study is not English)

- **Application fee is payable through Paybill Number: 4075677 (Go to Mpesa, select Paybill option, Enter your National ID/ Passport Number / Birth Certificate number as account code, Amount, Mpesa Pin).**
- **For International applicants, application fee is payable through the Dollar Account 1173740309 swift code KCBLKENX.**

- a) Equity Bank Ltd Thika Branch, A/C number 0090292687045 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.**

**REGISTRATION:** Students should be registered for classes prior to the beginning of any semester to attain the required class attendance. As a new student, you will be guided on the registration procedures during the registration/orientation period.

**ONLY DULY FILLED APPLICATION FORMS WILL BE PROCESSED.**

**FOR OFFICIAL USE ONLY**

APPLICATION 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 the Registrar, Academic Administration.

**Website: [www.mku.ac.ke](http://www.mku.ac.ke)**

**MKU is ISO 9001:2015 Certified**