



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).

PLEASE NOTE

This information can be shared with regulatory bodies and government agencies upon request and is only for registration purposes only and valid for as long as the student has not graduated.

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

Address Postal Code Town/City

Country Mobile number

Email Relation

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

Course applied for: _____

Programme Type

Certificate Diploma Higher Diploma

Undergraduate Postgraduate Other (Please Specify)

Mode of Study

Day/Blended Evening/Blended

Open Distance & E-Learning (ODEL)

(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 _____

My results can be shared with: _____ Parent/Guardian

**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

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. Copy of Passport (Bio-data and Visa page)
2. Copies of all academic Transcripts and Certificates (include the translated and certified copy for non English speaking countries by public Notary/Embassy where applicable)
3. Two Passport size Photographs
4. 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
5. Copy of Parent/Guardian Passport (Bio-data page)
6. Pupils Pass Processing Fee Kshs.5, 000 per year for International Students
7. Police clearance from the country of origin/ Certificate of good conduct if one has been in the country for more than 6 months.
8. Clearance from department of Refugee Affairs and valid UNHCR mandate for Refugees.



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