



**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: +254715532187 / +254792793056 / +254710888022 / +254734888022 / 020 8070408/9 /FAX: 254020-8561077  
 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>Place of Birth:</b>	<b>Citizenship:</b>	<b>Marital Status:</b> Single      Married
<b>National ID No / Passport No:</b>	<b>Residential District:</b>	<b>Home Location:</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>
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**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)**

**Master of Science (MSc)**

- MSc Commerce
- MSc. Development Finance
- MSc. Knowledge management & Innovation
- MSc Data Communications
- MSc Data Analytics
- MSc Information Systems Management

**Master of Business Administration (MBA)**

- MBA Marketing, Human Resource Management, Procurement & Supplies Management
- MBA Corporate Management
- Master of Education:**
- Education Administration Curriculum Development
- Education Planning
- Economics for Education

**Post Graduate Diploma**

- Education (Information Technology)
- Corporate Governance

Preferred Intake / Year: \_\_\_\_\_

Mode of Study:

January       May       September       Full time       Part time       Weekend       Distance Learning

Campus: Main/Ruaraka       City Centre/Town       Kitengela       Western

**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, gives 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;

- National ID /Birth Certificate
- Academic Certificate and Transcripts
- Current Detailed CV
- Recommendation Letter from Employer

- In **addition**, applicants should bring;

- 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	6432280015	Commercial Bank of Africa – Wabera Street

- ORIGINAL DEPOSIT SLIP** must be attached to the application form when forwarding to the admissions office

<p><b>FOR OFFICIAL USE</b></p>  <p><b>Certified &amp; Processed</b></p> <p>Officer.....</p> <p>Sign.....</p> <p>Date.....</p>
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**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!**