



KENYA INSTITUTE OF MASS COMMUNICATION

P.O. Box 42422 - 00100 NAIROBI | Uhoho Road, Nairobi South B, off Mombasa Road
Cell: 0708 262 895 Tel: +254 020 6997000 | Email: info@kimc.ac.ke | Website: www.kimc.ac.ke

ADMISSION APPLICATION FORM

(CERTIFICATE, DIPLOMA, AND POSTGRADUATE DIPLOMA)

Note: Please complete ALL sections in Block Letters and attach supporting documents as indicated in the note below, then send it to admissions@kimc.ac.ke or post it to Director, KIMC, and P.O. Box 42422 – 00100 Nairobi.

Personal Information

FULL NAME: (As per the Secondary School Certificates or ID/Passport)	Surname	Middle Name	First Name
Date of Birth:	Nationality:	Gender:	
National ID/Passport:	Mobile No.	Male: []	Female: [] Other ()
Email Address:	Religion:		
P.O. Box:	Code:	City/Town:	
County:	Sub-County:	Location:	
Country of Residence:	City/Town:	MPESA Transaction No:	

Parent/Guardian Information

Name of Father/Guardian	Tel. No.	Occupation
Name of Mother/Guardian	Tel. No.	Occupation

Educational background

1. Secondary Education Qualifications (Indicate Subjects Grade and Attach supporting Documents)

Institution Attended			Year of Study			Certificate Awarded		Mean Grade:
			From:	To:				
KCSE Subjects Grade	English	Kiswahili	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Subject 6

2. Post – Secondary Qualifications (Postgraduate & Upgrading Diploma)

Institution Attended	Year of Study		Awarded	Classification
	From:	To:		

Education Plan/Programme Applying To

1	Programme Applied For	Certificate ()	Diploma ()	Postgraduate Diploma ()
2	Programme Name			
3	Mode of Study	Regular ()	Evening/weekend ()	Short Course ()

Financing of Studies (Please Tick where appropriate)

Self: ()	Parent/Guardian: ()	Sponsor: ()	Others (Specify)
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Special Need (State if you have any form of disability)

Yes: ()	No: ()	If yes, state the need:
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Application for Accommodation: Do you want accommodation Yes () No ()

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.

Student Signature: _____ Date: _____

Note: Only complete applications with the necessary attachments will be processed. Deadlines must be observed.

Application Checklist for Kenya Citizen

1. Non-refundable application fee of Kshs.1, 000 or US\$ 50 for foreign students.
2. Duly filled and signed application form.
3. Clean & certified copies of KCSE Certificate/Results slip, School Leaving Certificates, National ID/Passport & Birth Certificate.
4. One recent passport size photograph (write your name on the reverse side).

Additional Requirements for International Students

1. Non-refundable application fee of US\$ 50 for foreign students.
2. An official translation of academic records (From Kenya National Qualification Authority (KNQA)).
3. A current financial guarantee letter.
4. A completed migration pass application form.
5. Where admission is accepted, Pass processing fee of US\$.100.

Payment mode: Please Note that **KIMC DOES NOT** accept cash payments. Please pay through MPESA: Paybill No: 522522, Account No. **1143244362**. Indicate the MPESA Transaction Number on the form.

For Official Use Only

Please check (Tick): Academic Documents e.g. KCSE Certificate () & Application Fee (MPESA) ()

Recommendation: _____

Academic Board: Admitted: () Not Admitted: () Reasons for not admitting: _____

Registrar (Academic Affairs): _____ Signature: _____ Date: _____