



## KENYA INSTITUTE OF MASS COMMUNICATION

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Email: info@kimc.ac.ke Website: www.kimc.ac.ke

### APPLICATION FORM FOR ADMISSION

(CERTIFICATE, DIPLOMA AND POSTGRADUATE DIPLOMA)

All sections should be completed in Block Letters and supporting documents attached, then send to: The Director,  
KIMC, P.O. Box 42422 – 00100 Nairobi.

#### Personal Information

FULL NAME: <i>(As per the Secondary School Certificates or ID/Passport)</i>	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:			

#### Parent/Guardian Information

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

#### Educational background

Secondary Education *(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

Post – Secondary *(Attach supporting Documents)*

Institution Attended	From (Year)	To (Year)	Certificate/Degree Awarded	Classification

Have you ever studied at KIMC before? Yes ( ) No ( ) If yes, which course: \_\_\_\_\_

Adm. No. \_\_\_\_\_ Year of Completion: \_\_\_\_\_ Department: \_\_\_\_\_

**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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**Accommodation** (accommodation is offered on availability basis). 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 (Please note that all payment are made through the bank)**

1. Non-refundable application fee of Kshs.1, 000 Or US\$ 50 for foreign students.
2. Duly filled and signed application form.
3. Clean and certified copies transcripts/results slip, certificates & diploma and National ID/Passport.
4. One recent passport size photograph (Write your name on the reverse side).

**Additional Requirements for International Students (Please note that all payment are made through the bank)**

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

**Payment mode:** Please Note that KIMC only accept the following: Electronic money transfer, Bankers' cheques or Bank Slips payable to: **Kenya Institute of Mass Communication, Kenya Commercial Bank, KICC Branch, Account No. 1143244362, Swift Code: KCBKENX, Bank Code 01 Branch 104.**

**For Official Use Only**

Please check for the following: Letter of admission ( ) Copies of academic credentials ( )

Recommendation: Application Fees Receipt No. /Cheque No. \_\_\_\_\_

Academic Board: Admitted: ( ) Not Admitted: ( ) Reasons for not admitting: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_