



**AFRICA  
INTERNATIONAL  
UNIVERSITY**

Address: P.O. Box 24686, 00502 .Karen, Nairobi, KENYA

Tel: +254(0)20 2603663/4

Admissions Hotlines: +254 725 841885 +254 715 247 540

Email: [admissions@africainternational.edu](mailto:admissions@africainternational.edu)

[info@africainternational.edu](mailto:info@africainternational.edu)

Website: [www.africainternational.edu](http://www.africainternational.edu)

## **AFRICA INTERNATIONAL UNIVERSITY COVER LETTER**

**Dear Applicant,**

Greetings from the Africa International University Community! We pray the best for you as you begin your journey in pursuit of higher learning and indeed thank you for choosing A.I.U.

In line with our Mission: 'To educate Christ-centered leaders for the transformation of God's people and world through innovative programs, research and community engagement', A.I.U is committed to providing an academic, social and spiritual environment where good character and integrity can flourish, where community is important and where you can acquire the knowledge and skills you need for competency in your career.

The university intakes are in September, January and May every year. Applications are received and processed throughout the year. Note that our main intakes for regular/fulltime study mode and evening classes are in **September, January and May**. For the school based applicants, we have admissions in **April, August and December**. Ensure you have submitted your application forms **latest 2 weeks before** trimester commences. The Application Form should be filled and sent back to the admissions office at any of our campuses.

Be sure to **include the following**: -

- Completed application form
- Application fee is deposited in the university bank account provided in the application form. A bank slip is presented with the application. Please note that cash shall not be accepted. (Ksh. 500/-)
- 1 recent Passport size photographs (write your full names at the back)
- Signed Code of conduct sheet.

It is our pleasure to facilitate a smooth entry process into A.I.U. for you. Do not therefore hesitate to communicate any concerns or needs you may have in connection with the same through the address given above. We wish you all the best as you seek to better yourself. Thank you for choosing A.I.U.

Best Regards,  
The Admissions Office

**NB: AIU is a Chartered Christian Institution**, sponsored by the Association of Evangelicals in Africa (AEA).It does not discriminate against other faiths. However, students must agree to support and uphold the moral and ethical standards at AIU as stated in the AIU Code of conduct in this application form



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Affix 2 recent  
 Passport Size  
 Photographs taken  
 within the last 3  
 months  
 Here

**INFORMATION TECHNOLOGY BEGINNERS PROFICIENCY APPLICATION FORM**

**1. PERSONAL DETAILS**

**FULL NAME:** \_\_\_\_\_  
 SURNAME OTHER NAMES

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER** (Tick) Male [ ] Female [ ]  
 (Date) (Month) (Year)

**NATIONALITY:** Born in (country) \_\_\_\_\_ Citizenship: \_\_\_\_\_  
 Passport / ID No: \_\_\_\_\_

**MARITAL STATUS (Check One):**  
 Single  Married  Other specify \_\_\_\_\_

**CURRENT CONTACT DETAILS**

Postal Address \_\_\_\_\_ Code \_\_\_\_\_  
 City/Town \_\_\_\_\_ Country \_\_\_\_\_  
 Telephone (Office) \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email \_\_\_\_\_ other email \_\_\_\_\_

**NEXT OF KIN/GUARDIAN (to be contacted in case of emergency)**

Name \_\_\_\_\_ Relationship to applicant \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Email \_\_\_\_\_ Mobile \_\_\_\_\_

**RELIGIOUS AFFILIATION INFORMATION**

Please indicate your current religious affiliation  
 Christian [ ] Denomination: \_\_\_\_\_  
 Other [ ] Specify \_\_\_\_\_

**FINANCIAL INFORMATION**

How do you plan to finance your studies at AIU? (Please tick [√] as appropriate)  
 Self  Parent/Guardian  Sponsorship  Employer  Other \_\_\_\_\_  
**Current Occupation** \_\_\_\_\_

**ADDITIONAL INFORMATION**

How did you learn about Africa International University? (Please tick [√] as appropriate)  
 AIU Website  Exhibition & Recruitment fairs  Facebook  
 Television/ Radio  Career Day Events  Twitter  
 University flier  Family/friends  Other \_\_\_\_\_

## 2. EDUCATION INFORMATION

Academic Level (e.g. High School, Diploma, Degree etc)	Name of School/College/University	Dates attended (e.g. 2005- 2010)	Qualifications (e.g. B+, Distinction, first class etc)
High school			
College			
University			

## 3. ENROLMENT INFORMATION: PLEASE SELECT YOUR PROGRAM OF CHOICE

Select your preferred intake:

January       April/ May       September      Year of Entry \_\_\_\_\_

Please indicate the program you wish to pursue at AIU (Tick [] one)

**Beginners proficiency in I.T. (8 weeks)**

Level 1  
 Level 2  
 Level 3

Preferred mode of study (Tick [] one)

Part time day classes at AIU Karen Campus  
 Evening classes (On Available only on quorum)  
 Part time day classes at a satellite campus (available only on quorum)

*Note:*  
- Classes begin on quorum attainment

**NB : If you have been denied admission to, been dismissed from, or been on disciplinary probation at any college, university, seminary or employment, please include an explanatory statement.**

### SIGNATURE OF APPLICANT:

In signing this application, I promise, if accepted as a student, to be subject to rules and regulations of AIU. I declare that all statements on this application are true to the best of my knowledge.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### 7. Payment Information

Please take note that neither the Admissions Office nor the Finance Office will accept cash money or personal cheques from applicants and students. Payment is made through the university bank account. Please find details of the same below. Please enclose a copy of the bank deposit slip for the application fee.

**Account Name: Africa International University**  
**Bank: Co-Operative Bank of Kenya**  
**Branch: Karen Branch**  
**Account Number: 01128092985900**  
**Coop Swift Code: KCOOKENA**