

# School of Business & Economics

**Vision**: Christ-centered leaders in Africa educated to transform God’s people and the world.

**Mission**: To educate Christ-centered leaders for the transformation of God’s people and the world through innovative programmes, research, and community engagement.

POST-GRADUATE APPLICATION FORM

**READ THE APPLICATION INSTRUCTIONS BEFORE COMPLETING THIS FORM COMPLETE ALL APPROPRIATE SECTIONS IN CAPITAL/BLOCK LETTERS AND RETURN WITH YOUR NON - REFUNDABLE APPLICATIONFEEANDOTHERSUPPORTINGDOCUMENTSTO:**

The Admissions Office, Africa International University

AFFIX PHOTOGRAPH HERE

P.O. Box 24686, 00502 Karen, Nairobi, Kenya (Along Karen-Dagoreti Road) Tel: 020 260 3663/4 / +254 777 901 985/ +254 734 558 482

E-mail: info@africainternational.edu, admissions@africainternational.edu Website[:www.africainternational.edu](http://www.africainternational.edu/)

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|  | [www.facebook.com/aiu.ac.ke](http://www.facebook.com/aiu.ac.ke) |
|  | @aiu\_uni |

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| PLEASE FILL IN CAPITAL LETTERS |
| A. APPLICANT’S DETAILS |
| FULL NAMES*(as per ID and recent Qualification Certificates)* |  |
| TITLE | DR [ ] MR | [ ] | MRS [ ] | MS | [ ] | GENDERMALE [ ] FEMALE [ ] | MARITAL STATUS MARRIED [ ] SINGLE [ ] | OTHERS *(specify)**………………………….* |
| DATE OFBIRTH |  | NATIONALITY | NATIONAL ID/PASSPORT: |
| COUNTY |  | SUB COUNTY: | LOCATION: | MOBILE NO.: |  |
| P.O BOX CODE | TOWN | EMAIL |  |
| B. PARENT’S CONTACTS |  | [ ] |  | GUARDIAN CONTACTS [ ] (Tick where applicable) |
| FATHER’S NAME |  | MOTHER’S NAME |  | GUARDIAN’S NAME |  |
| MOBILE NO |  | MOBILE NO. |  | MOBILE NO. |  |
| P.O BOX |  | CODE |  |  | TOWN | EMAIL: |
| C. SPOUSE’S / NEXT OF KIN CONTACTS *(Tick where applicable)* |
| SPOUSE’S NAME [ ] |  | NEXT OF KIN NAME [ ] |  |
| MOBILE NO | P.O BOX |  | CODE | TOWN | EMAIL |
| D. EDUCATIONAL BACKGROUND |
| **INSTITUTION ATTENDED** | **FROM (YEAR)** | **TO (YEAR)** | **CERTIFICATE AWARDED** | **MEAN GRADE** |
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| E. EDUCATIONAL PLANS (Tick Appropriately) |
| 1. PROGRAMMEAPPLIED FOR | DOCTORATE [ ] | MASTERS [ ] |
| 2. PROGRAMME NAME | Ph.D in Leadership and Governance [ ]Ph.D in Business Administration and Management [ ] | Master of Business Administration (MBA) [ ] Master of Arts in Organizational Leadership [ ]Master of Public Policy and Administration (MPPA) [] |
| 3. MODE OF STUDY | REGULAR [ ] MODULAR [ ] WEEKENDS [ ] EVENING [ ] |
| 4. PREFERED INTAKE | JANUARY [ ] APRIL/MAY [ ] SEPTEMBER [ ] DECEMBER [ ] |
| F. FINANCING OF STUDIES |
| Please Tick: SELF [ ] PARENTS/GUARDIANS [ ] GOVERNMENT [] OTHERSPONSORSHIP [ ]……………………………….. |
| G. RELIGION |
| Please Tick: CATHOLIC [ ] PROTESTANT [ ] MUSLIM [ ] HINDU [ ] OTHER [ ]…………………………………………………. |
| H. STATE WHETHER YOU HAVE ANY SPECIAL NEEDS THAT REQUIRE SPECIAL ATTENTION |
| Please Tick Yes [ ] No [ ]If yes state the need: …………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………………………………………..... |
| I. TELL US HOW YOU LEARNT ABOUT AFRICA INTERNATIONAL UNIVERSITY |
| RADIO [ ] | TELEVISION [ ] | NEWSPAPER [ ] | FRIENDS [ ] | CAREER FAIR /EXHIBITION [ ] | ALUMNI [ ] | OTHER *(state):* |
| ………………………………………………………………………………………………………………………………………………………………………………… |
| J. AGREEMENT |
| As a University with Biblical Christian foundation, it is expected that students will strive for Biblical standards of personal character, conduct and discipline in dealing with all people and issues within and outside the University and to reflect the core values of the University as preparation for transformational leadership that characterizes a graduate of AIU.**SIGNATURE OF APPLICANT TO THE DOCTORAL/MASTERS PROGRAMME**1. In signing this application form, I promise, if accepted as a student to be subject to regulations governing the social, educational, and spiritual standards of AIU as published in the students’ handbook, and website.
2. I affirm that all statements on this application are true to the best of my knowledge and understand that misrepresentation may lead to dismissal.

Applicant’s Signature....................................................................................... Date......................................................................................***NOTE: Sign your application form before returning it to Africa International University*** |
| K. REQUIREMENTS FOR ADMISSION |
| 1. Duly filled and signed application form
2. Copies of certificates and all transcripts, Masters, Bachelors, Diplomas and Certificates.
3. Official Masters Transcripts
4. Two (2) recent passport size photographs (write your name on reverse side)
5. Copy of national ID/Passport or Birth Certificate
6. Applicants with foreign certificates are required to have a Recognition and Equation of qualifications (R.E.Q) certificate. This is to be done through the Kenyan Government.
7. Completed recommendation form by either industry referee or Academic referee (*download from website and attach)*
8. Application fee deposit slip: Postgraduate *–(Doctoral-KES. 3,000 or USD 30, Masters-KES 2,500 or USD 25)*

***No cash payment\**** |
| **ADDITIONAL REQUIREMENTS FOR INTERNATIONAL STUDENTS**1. An official translation of academic records (where language of study is **not** English)
2. A current financial guarantee letter
3. A completed immigration pass form (2 forms enclosed)
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**NOTE:**

**AFRICA INTERNATIONAL UNIVERSITY RESERVES THE RIGHT OF ADMISSION**

More information may be obtained from the Office of Registrar Academic Affairs, Africa International University,

P.O. Box 24686, 00502 Karen Nairobi.

Email: registrar@aiu.ac.ke

C)**M-PESA PAYMENT VIA KCB** (For registered students only)

1. Go to M-PESA menu on your phone
2. Select Pay Bill
3. Enter Business number (522123)
4. Enter school code (10044k) and your registration number as one word or numbers
5. Enter Amount
6. Enter PIN ***(your MPESA PIN number)***
7. Press ok to confirm Sending of money

B) PAYMENTS IN USD OR ANY OTHER FOREIGN CURRENCY can be made to:

**FEES ARE PAYABLE TO ANY OF THE BANKS BELOW (ENSURE YOU QUOTE THE STUDENT NUMBER WHEN YOU PAY YOUR FEES)**

The University will **NOT** accept cash. Cash should be deposited in any of the following University accounts at any branch (Kindly ensure your student registration number and name are well captured on the bank slip). Finance department will issue a receipt and email to the student within 48 hours.

**APPLICATION FEES FOR DOCTORAL KES 3,000 or USD 30AND MASTERS PROGRAMMEKES 2,500 or USD 25:**

**FEES PAYMENT**

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| A) PAYMENTS IN KES |  |  |  |
| Bank Name | A/C Number | SWIFT | Branch |
| i) Kenya Commercial Bank | 1140816764 | KCBLKENX | Karen |
| ii) Equity Bank | 1250260743538 | EQBLKENA | Karen |
| iii) Co-operative Bank | 01128092985900 | KCOOKENA | Karen |
| iv) Stanbic Bank (Kshs) | 0100000203728 | SBICKENX | Karen |

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| Bank Name | Account Number | SWIFT | Branch |
| Stanbic Bank (USD) | 0100000200136 | SBICKENX | Karen |

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| **FOR OFFICIAL USE ONLY** |
| **Recommendation by the School:** Date Application received………….......................................................................................................* Accepted [ ] Rejected [] Reason forrejection...............................................................................................................
* Deferred [ ] Reasons for Deferment………………………………………………………………………………………………….

 Signed......................................................................................... Date………………………………………………………………….**DEAN OF SCHOOL**.............................................................. Official Stamp**Recommendation by the Graduate School**Approved [ ] Not Approved [ ]Signed.............................................................................................................. Date.................................................................................................**DEAN, GRADUATE SCHOOL**.............................................................. Official Stamp**Registrar (Admissions Office)**Received by ……………………………... ……………...Signed………………………………………Date………………………………………………Response to applicant **(Date)**…………………………. Registered on **(Date)**…………………………………………………………………………................................................................ Official Stamp |