

APPLICATION CHECKLIST

Undergraduate Applicants

Have you provided the following?

- ✓ Non-refundable application fee **(KES. 2,000)** - No cash payment
- ✓ Complete and signed application form
- ✓ Originals and a copy of all transcripts, diplomas, & certificates *(N.B. originals will be returned)*
- ✓ One (1) recent passport size photograph *(write your name on reverse side)*
- ✓ Copy of National Identity Card or Birth Certificate
- ✓ School Leaving Certificate
- ✓ Kenya National Qualifications Authority - KNQA Equation Certificate *(for all foreign Qualifications)*

Graduate Applicants

Have you provided the following?

- ✓ Non-refundable Application fee **(KES. 2,000)** - No cash payment
- ✓ Complete and signed application form
- ✓ Original and copy of the degree certificate and transcripts for each university or professional school previously attended.
- ✓ Originals and a copy of all supportive documents
- ✓ A two page essay addressing these two topics:
 - What experiences led you to select your professional objectives
 - What other two factors would you like to be considered in evaluating your application
- ✓ A curriculum vitae/resume
- ✓ Two letters of recommendation
- ✓ One (1) recent passport size photograph *(write your name on reverse side)*
- ✓ Copy of National Identity Card and Birth Certificate
- ✓ Kenya National Qualifications Authority - KNQA Equation Certificate *(for all foreign Qualifications)*

International Students

Have you provided the following additional items?

- ✓ An official translation of academic records (where applicable)
- ✓ An official test of English (TOEFL) or equivalent
- ✓ A current financial guarantee letter
- ✓ Student Pass
- ✓ Two (2) recent passport size photographs *(write your names on reverse side)*
- ✓ Applicant's copy of National passport
- ✓ Sponsor's copy of National passport
- ✓ Certificate of Good Conduct

Only complete applications will be processed.

REQUIREMENTS FOR THE STUDENT PASS APPLICATION

1. A copy of admission letter.
2. A copy of commitment letter bearing the same signature as the signature in the sponsor's passport copy and to be addressed to:

DIRECTOR OF IMMIGRATION SERVICES, P.O. BOX 30191, NAIROBI-KENYA

1. A copy of the sponsor's passport - the biodata page
2. A copy of the applicant's passport - the biodata page
3. A copy of the applicant's current visa page of 3-6 months
4. A copy of the applicant's basic academic certificates from the previous school/ institution for the first year students and a copy of progressive academic transcripts for the continuing students.
5. Registration number
6. Kenyan Phone number
7. Two passport size photos in hard copy
8. A clearance certificate from the police from habitual country of residence or country of origin.
9. Nigerian nationals to provide an original National Drug Law Agency (NDLEA) clearance certificate

Only complete applications will be processed.

Payment via bank must be done by direct deposit into RIARA UNIVERSITY Account at any of the following bank branches:

- ✓ Kenya Commercial Bank, A/C No. 1132688035, Prestige Branch
 - ✓ Commercial Bank of Africa, A/C No. 6960380019, Upper hill Branch
 - ✓ MPESA Pay bill No. 805702
- (Use your name as account name for first time payment)*

Banker's cheque will be accepted



Passport
Photograph

APPLICATION REFERENCE NO: _____ ☐ GSS ☐ SSS
(OFFICIAL USE ONLY)

APPLICATION FORM FOR ADMISSION TO UNIVERSITY PROGRAMMES

By entering your details, you consent to sharing of your data with Kenyan Education Regulatory Bodies and use for academic purposes only.

PERSONAL DETAILS

Name: _____
(as it appears on your KCSE/other Academic Document)

Gender: (Tick one) Male: ☐ Female: ☐ Date of Birth: _____
(dd) (mm) (yyyy)

Nationality: _____ County of Birth (if Kenyan): _____

Please tick: ☐ ID No. ☐ Passport No. Write the number: _____

Birth certificate No.: (Write the number) _____

Do you have any impairment(s)? ☐ Yes ☐ No

If Yes, specify; Sensory ☐ Physical ☐ Visual ☐ Hearing ☐ Learning ☐ Mental ☐

Other (specify) _____

YOUR CONTACT DETAILS

Mobile Phone No.(include country code): _____

Alternate Mobile Phone No.: _____

Personal Email: _____

Postal Address: _____ Postal Code: _____

Town: _____ Country: _____

PARENT'S/ GUARDIAN'S/NEXT OF KIN'S INFORMATION:

Name: _____ Relationship to applicant: _____

Postal Address: _____ Postal Code: _____ Town: _____

Country: _____

Mobile: _____ Office Tel No: _____

Email: _____

FEE PAYER/SPONSOR'S INFORMATION

Who will sponsor your Education at RU?

Tick appropriately: ☐ Self ☐ Parent ☐ Guardian ☐ Sponsor

(Give details if not self)

FEE PAYER/SPONSOR INFORMATION:

Name of individual:

If Institution indicate name of organization:

Mobile Number of sponsor/contact person:

Email of sponsor/contact person:

Postal Address: Postal Code:.....

Town:..... Country:.....

PROGRAM DETAILS

Level applied for: (Tick): ☐ Certificate ☐ Diploma ☐ Bachelors ☐ Masters ☐ PhD

Programme applied for

Programme Code: (Official use)

Please tick your preferred mode of study: ☐ Full-time ☐ Part-time ☐ Online

Preferred Semester to commence Studies: ☐ January ☐ May ☐ September

ACADEMIC BACKGROUND

Academic Level (e.g.High school, Diploma, Degree)	Name of School/College/ University	Dates attended dd/mm/yyyy		Qualifications Earned
		From	To	

Institutions attended and qualifications obtained starting from the latest (Attach certified copies of results, transcripts and certificates. If not in English, they MUST be translated and certified)

High School Index Number:

(English Language Proficiency- If you are from a non-English speaking country, attach evidence

(Results/certificate) of English proficiency.)

Have you been a student at RU before? Yes ☐ No ☐ If Yes, Which Programme?

.....Previous RU Registration Number.....

CHECKLIST AND DECLARATION

Please check and tick to ensure that you have enclosed all the relevant documents with your application before signing this form. (Only complete applications will be processed)

Documents	Submitted Yes/No
Certified copies of result slip, transcripts, leaving certificate and/ or other academic certificates of studies	
Diploma transcripts and certificates or completion letters	
Law students are required to write a personal statement (not more than 500 words)	LLB APPLICANTS
Business degree students are required to write a statement of objective (not more than 300 words)	BBA APPLICANTS
Transfer letter-For Transfer Cases Only	
Undergraduate Transcripts & Certificate Attached for Masters & PHD's Only	
Masters Transcripts & Certificate Attached for PHD's Only	
1 Passport size photos (with your name at the back)	
Copy of your National ID or Passport and birth certificate	
Application fee Payment: 2,000/- MPESA Paybill No. 805702 Acc No: Registration Number (To be provided by the University)	

I, hereby apply for admission at Riara University and I confirm that the information provided above is correct to the best of my knowledge. I understand that any offer of admission may be withdrawn if I do not upon request provide documentary evidence of any statements on this form.

Signature..... Date:

HOW DID YOU GET TO KNOW ABOUT Riara University? TICK APPROPRIATELY

- ☐ RU website
- ☐ Facebook/Instagram/ Twitter
- ☐ High school/Church visit
- ☐ TV/Radio
- ☐ Posters/Brochures
- ☐ Career Day/fair
- ☐ RU alumni
- ☐ KUCCPS
- ☐ Family/Friends
- ☐ RU Staff/Student (name)

FOR OFFICIAL USE ONLY

Recommendation by Departmental Admissions Board

Approved for admission to programme

Not approved: Reason

Dean/HoD Signature Date:.....

Action by the Registrar

☐ Admitted ☐ Not admitted ☐ Other

Name: Signature: Date: