

HEKIMA UNIVERSITY COLLEGE

A CONSTITUENT COLLEGE OF THE CATHOLIC UNIVERSITY OF EASTERN AFRICA



The Registrar,
Hekima University College
P.O. box 21215-00505
Nairobi, Kenya
Phone: 254-20-3999803
Email: registrar@hekima.ac.ke

APPLICATION

Program of Study applied for

Name of the program:	Degree to be Awarded			
	MA - Peace Studies and International Relations			
	STL	MTh	BTh	Dip. Certificate
Date you expect to start the program: *Semester	Aug - Dec	Jan- May	Academic Year	
Sending organization: Self	** Congregation			
** Diocese	** Organization			

*The STL, MTh and BTh and diploma in theology begin in August of each academic year.

**In case the same organization, congregation or diocese is also sponsoring you, the sponsor should send a financial commitment letter to Hekima University College and sign the financial declaration form.

PERSONAL DATA

Surname/ Family Name		Male	Female
First Name	Other Names	Mr.	Ms.
		Br.	Other.....
Date of Birth :	Nationality:		
ID/Passport No:	Country of Residence:		
Place of Birth (Country/City):			
<i>Please note that the names should be as they appear on the passport. An Affidavit may be required if the names are different from those on your credentials.</i>			
Current Contact information			
Address:			
Email:			
Phone:		Mobile:	
Address while studying at Hekima University College			
Address:			
Email:			
Phone:		Mobile:	
Fees Information			
Who is expected to pay your fees?	Yourself	Sponsor (Give the name)	
Name and address to which invoice is to be sent:			
Name:		Relationship:	
Address.....		
Phone:		Email:	

Contact in case of emergency:

Name: Relationship:

Address:

Phone: Email:

*Each application must include fee KShs. 2100 or US\$ 30 or Banker's cheque payable to **Hekima College***

Secondary Education Completion

Country	Name of School	Qualification	Grade	Date Complete

Post-Secondary Educational Background

All certified transcripts and certificates for the above schools should be sent with the application form.

Name of Institution	Major field of Study	Date Attended	Degree Received	Date of Graduation

Language Competence

Please note that those who are admitted to study in Hekima University College should have a required level of competence in English to enable them pursue the programs effectively. Provide the credentials to verify this with your application. For example an IELTS certificate. Those who are admitted in the STL program have to show competence in Latin or the ancient liturgical language of their rite before their graduation.

Language	Read	Write	Speak	Evidence of Level of Competence
English				IELTS (For a non-English speakers)

Employment

Organization	Position held	From	To

Statement of Purpose

Please explain the reasons for choosing the program and the relevant skills, qualities and attributes you possess.

Please continue on a separate sheet if required

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FINANCIAL COMMITMENT FORM

Surname/ Family Name		Male	Female
First Name	Other Names	Mr.	Ms.
		Br.	Other
Date of Birth:	Proposed degree of Study:		

As you apply to Hekima University College, who will be responsible for your tuition? You must make arrangements to pay your tuition fees promptly and be committed to your word. You can pay fees in two ways:

- 1) **A lump sum:** a student may opt to pay the school fees at the beginning of the academic year.
- 2) **Semester Payment:** a student may opt to pay fees at the beginning of every semester. This approach helps those who may not have a lump-sum at the beginning of the academic year.
 - a. According to the regulations set by this Institution, all tuition fees for the first and second semester should be paid before classes begin.
 - b. All fee payments should be paid directly to our bank account and a bank slip presented to the accounts office for receipting or through a banker's cheque.
 - c. Our bank details are as follows:

NIC Bank Ltd., Junction Branch
Kenyan Shillings Account No. ICA1110000907
USD Account No. ICA-1111000232
EURO Account No. ICA11130000127

Financial Declaration:

Having read and understood the financial policy of Hekima University College, I am opting for option _____.

I will fulfil my financial obligations promptly.

Student

Name:

Address: Telephone contact:

Signature: Date:

Sponsor¹:

Name:

Organization: Position in the Organization:

Address: Telephone contact:

Signature: Date:

¹ Self/Parent/Guardian/Organization: If sponsored by an organization, the head of the organization must sign and affix stamp or seal of the organization.

References

- a) The persons you choose as your referees should be familiar with your academic background.
- b) Applicants for the MA and MTh program should provide three (3) academic referees' recommendation letters. Those of other programs should provide two (2) referees' recommendations (one academic referee and the other from the Superior/Ordinary)
- c) Applicants for theology leading to priestly ordination must provide a letter of reference from the missioning Superior/Ordinary.
- d) The reference letters and forms should be sent in sealed envelopes. The application will only be reviewed when all the required documents have been received.**

Referees

- 1) Name:
 Designation:
 Address
 Phone: Email:

- 2) Name:
 Designation:
 Address
 Phone: Email:

- 3) Name:
 Designation:
 Address
 Phone: Email:

Declaration:

I certify that, to the best of my knowledge, the information I have provided is complete and true.

Signature of the applicant: _____ Date: _____

Guidelines for Referees

- 1. In addition to the reference form, please give your impression on the person concerning the areas s/he has applied for in intellectual capability, character, and diligence in academic work context.
- 2. Please state how long you have known the applicant and in what capacity.
- 3. Please include known obstacles that the applicant may have to overcome to attain his/her educational goals (economic, social, cultural, educational or any other disadvantages) that the College needs to take into consideration.
- 4. The reference form and recommendation letters are to be sent directly to the Registrar:**

**The Registrar, Hekima University College,
 P.O. Box 21215-00505
 Joseph Kang'ethe Road Off Ngong Road, Nairobi -Kenya
 Email: registrar@hekima.ac.ke**

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Reference Form

Applicant	Referee
Name of the Applicant:	Name of Referee:
Applicant's Date of Birth:	Referee's Occupation:
Address:	Position:
	Institution:
	Address:
Phone:	Phone:
Program applied for:	

Please rate this applicant in the overall prospects:

Attribute	Below average	Average	Good	Very good	Outstanding
Academic capability					
Communication capability					
Level of confidence					
Motivation					
Reliability					
Creativity					

Referee's Signature

Date

This form and the recommendation letter must be sent directly to the Registrar's Office in a sealed envelope.



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Immigration Requirements (all non-Kenyan applicants)

A. STUDENT'S PASS

The student's pass is the study permit issued by the Kenyan Immigration Department to all international students studying in Kenya.

1. Name of applicant (names as they appear on your passport)

Surname/family name

First & other names

2. Name of Father

3. Nationality

4. Place of Birth **Country:**

5. Date of Birth
(date / month / year)

6. Passport number

7. Place of issue

8. Date of issue

9. Date of expiry

10. Present address

B. RESIDENTS

All international students who are already residents in Kenya must submit supporting documents from the Immigration Department attesting to their status and a letter from the supporting organization/person.

C. KENYA STUDENT PASS REQUIREMENTS

- Signed commitment letter from both the sponsor – both new and renewal cases
- National passport copy of the sponsor – both new and renewal cases
- Proof of funds for self-sponsored students –both new and renewal cases
- Copy of a valid national passport both new and renewal cases(the bio-data page)
- Current immigration status for the pupil /student – both new and renewal case (If in the country)
- Two (2) recent passport size color photos. – both new and renewal cases
- Duly certified Copies of basic academic certificates for those joining Tertiary Institutions and Universities – new cases
- Documents in foreign languages should be translated into English by the Embassy, Public Notary, or authorized/recognized institution – both new and renewal cases
- Copy of the school's/ college registration certificate from the Ministry of Education – new cases
- Clearance letter from Department of Refugee Affairs for refugees – both new and renewal cases
- Certified copies of progress report/ transcript obtained (by the issuing institution) for the renewal cases
- Copy of student's pass previously held – for renewal cases
- Certificate of Good Conduct from country of origin for new cases. For renewal cases, a student should obtain the Certificate of Good Conduct from Directorate of Criminal Investigation in Kenya
- Copy of the original National Drug Law Enforcement Agency (NDLEA) Clearance Certificate (For Nigeria nationals only)

Checklist

- 1) Completed application form
- 2) 2 Passport-size photographs
- 3) Financial commitment form
- 4) Secondary education certificate
- 5) Certified post-secondary education certificates & transcripts for all mentioned schools
- 6) IELTS certificate (Non- English speakers)
- 7) Referees' recommendations (Academic and/or Superior/Ordinary)
- 8) Financial commitment form
- 9) Banker's cheque payable to Hekima College
- 10) Completed students' pass form (non-Kenyans only)

NOTE: The applicant must ensure that all the above documents reach the office of the Registrar before the application can be considered for review.

- **January Intake** application deadline is **30th November**
- **August Intake** application deadline is **15th June**

FOR OFFICIAL USE ONLY

Recommendation of the Departmental/Institute Board:

Recommended -----

Not Recommended-----

Head of Department /Director of Institute

Signature..... Date.....

Admissions Committee Decision:

Approved: Program..... Period.....

Not Approved:

Reason.....
.....
.....

Chairman's Signature..... Date.....

Action by Registrar.....

Signature..... Date.....