

Private Bag - 20157  
 KABARAK, KENYA  
 Tel: 254-051-343234/5  
 Tel: 254-020-240634/229090  
 Fax: 254-51-343012  
 E-mail: Admissions@kabarak.ac.ke  
 www.kabarak.ac.ke

Affix Current Passport  
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## APPLICATION FOR ADMISSION

### UNDERGRADUATE PROGRAMMES

**PROGRAMME APPLIED FOR (Tick only one and indicate option where applicable)**

- Bachelor of Commerce**  
 Options:  Finance  Accounting  
 Marketing Management  Human Resource Management
- Bachelor of Business Management and Information Technology**
- Bachelor of Science in:**  Economics  Economics and Mathematics
- Bachelor of Science in Computer Science**
- Bachelor of Science in Environmental Science**
- Bachelor of Science in Information Technology**
- Bachelor of Science in Telecommunications**
- Bachelor of Science in :**  Mathematics  Chemistry  Botany  Zoology  Physics
- Bachelor of Laws**
- Bachelor of Theology**
- Bachelor of Education (Science & Arts)**  **Regular**  **School based**  
 Options:  
 Mathematics & Physics  Mathematics & Chemistry  Chemistry & Biology  
 Mathematics & Computer Studies  Physics & Computer Studies  Physics & Chemistry  
 Biology & Computer Studies  English & Literature  Geography & CRE  
 Geography & Kiswahili  Geography & History  Geography & Mathematics  
 Geography & Business Education  History & Business Educ.  History & Kiswahili  
 History & CRE  Business Educ. & English  Business Education & Maths  
 Business Educ. & Computer Studies  Music & CRE  Music & History  
 Music & Computer Studies  Music & English
- Diploma in:**  
 Computer Science  Information Technology  Business Administration
- Pre-University**
- Bridging**  Mathematics  English  Chemistry  Physics  Biology  
*(One can only upgrade a maximum of two subjects at a time)*

i) If the Programme you have selected is not available, would you wish to be considered for another course?  
 Yes  No If yes, state the Programme .....

ii) Please indicate the campus/centre you intend to undertake your studies:  
 Kabarak Main Campus:  Boarder  Day- scholar  
 Nakuru Town Campus:  Full Day  Evening  
 Alphax College, Eldoret  Full Day  Evening

# NOTES:

1. This form should be completed and returned to the Admissions Office **Private Bag -20157 Kabarak**, or Nairobi office at Trans-National Plaza 3<sup>rd</sup> floor along City Hall Way, or Nakuru Town Campus at Giddo Plaza along the Nakuru/ Kisumu Highway, not later than .....
2. It should be completed in Block letters
3. The applicant is required to fill all the relevant sections of this form.
4. Attach a copy of your **KCSE certificate/result slip, School leaving certificate**, and any other relevant Certificates and transcripts.
5. Attach a **Copy of National Identity Card , Passport or Birth Certificate**
6. Successful applicants shall be required to complete a medical form.
7. Attach a Bankers cheque or money order of Kshs. 1,000 application fee (For Kenyan Citizens) or US \$ 15 (for all others).The fee is non-refundable and is not dependant on your decision to withdraw an application. **Please do not send cash.** Make your Bankers Cheque or Money order payable to **KABARAK UNIVERSITY** and enclose it in the mailing envelope.
8. All information given shall be treated with strict confidentiality and will not in any way prejudice an applicant's chance of Admission.

## SECTION A

### PERSONAL INFORMATION

1. Name .....  
Surname ..... other names in full .....
2. Date of birth ..... Gender:  Female  Male
3. Nationality ..... ID/Passport No/.....
4. (a) Marital Status :  Married  Single  
(b) If married, Spouse's name: .....  
(c) Number of children and ages: .....
5. (a) Contact Address .....  
Telephone No: ..... Email: .....  
(b) Permanent/Home address (If different from 5 (a): .....
6. Father's Name: ..... Alive Deceased  
Telephone Number ..... National ID Number:.....  
Occupation.....  
b) Mother's Name:.....  Alive  Deceased  
Telephone Number ..... National ID Number:.....  
Occupation: .....  
c) Guardian's/Sponsor's Name (If applicable): .....  
Contact Address .....  
Telephone No: ..... National ID. Number.....

- 7 Person responsible for paying your fees:  Self  Parent  Guardians
8. Names and addresses of **two** other people who can be contacted in an emergency:
- a) Name.....Tel. Number..... Relationship.....
- b) Name.....Tel. Number..... Relationship.....
9. Place of permanent Residence: (Fill as applicable i.e. Urban/Rural)
- Town/Location..... Estate/Village.....
- Street/Road..... House Number:.....
- Constituency ..... District.....
10. If you have any academic records under another name, please indicate.
- ...../.....
- Former Last Name Former First Name

**Note: The information given in numbers 11 – 16 below does not in any way prejudice your application**

11. Do you have any health problems?  Yes  No If yes, specify .....
- .....
12. Do you have any physical disability that may require special attention?  Yes  No
- If yes, specify .....
13. Do you drink alcohol, smoke cigarettes or take any kind of drugs?  Yes  No
- If yes, specify .....
14. Have you ever gone through a counseling session?  Yes  No
- If yes, specify .....
15. Have you ever been convicted of a crime?  Yes  No
16. Did you undergo any disciplinary action in high school?  Yes  No
- If yes, specify.....

**SECTION B: RELIGIOUS INFORMATION**

17. a) Religious Affiliation:  Christian  Muslim  Hindu  Other.....
- b) If Christian, denomination:  Catholic  Protestant  Other.....
- c) Name and Address of the Church you attend.....
- d) Name and Address of your Pastor .....
- e) Are you born again?  Yes  No

**Kabarak University does not discriminate on the basis of faith, gender, disability or race BUT being a Christian Institution, we require every student to attend church services and adhere to our Moral Code and the Rules and Regulations governing the student’s conduct at the University.**

**SECTION C: ACADEMIC BACKGROUND**

18. (a) Primary and Secondary school (s) attended and qualifications obtained.

School Attended:

Primary	From (year)	To (year)	Qualifications Obtained
.....	.....	.....	.....
.....	.....	.....	.....
Secondary			
.....	.....	.....	.....
.....	.....	.....	.....

(b) Courses taken in tertiary institutions (give classifications of the awards e.g. Distinction, Credit etc.)

Institution Attended	From (year)	To (year)	Qualifications Obtained
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

(c) State any other academic / professional qualifications or experience

.....  
 .....

d) Teaching Experience (*For Bachelor of Education - School Based applicants only*)

Institution	From (year)	To (year)	Subject (s) Taught
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

(e) Extra-curricular interests: I participated in the following activities in High School /College: (tick as appropriate).

- |  |                                  |                                     |   |                                   |
|--|----------------------------------|-------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Debate          | <input type="checkbox"/> Drama   | <input type="checkbox"/> Choir      | <input type="checkbox"/> Athletics                    | <input type="checkbox"/> Football |
| <input type="checkbox"/> Basketball      | <input type="checkbox"/> Netball | <input type="checkbox"/> Handball   | <input type="checkbox"/> Rugby                        | <input type="checkbox"/> Music    |
| <input type="checkbox"/> Christian Union | <input type="checkbox"/> Scout   | <input type="checkbox"/> Girl Guide | <input type="checkbox"/> Other (Please specify below) |                                   |
- .....

**SECTION D**

**ENROLMENT INFORMATION**

19 a) Your enrolment status:  New (first time at the University)  Transfer If transfer, name

and address of previous institution .....

b) Your housing requirements Student Hostel:  Off-Campus

c) If your application is successful, explain how you plan to finance your studies at Kabarak University. Include all sources of funding.....

**NOTE: Students are strongly advised to ensure that they have adequate funds to cover full time studies at any time, at the university.**

20. How did you get to know about Kabarak University (Please tick appropriately)

- Advertisement in (Please name the Newspaper /Magazine) .....
- Radio/TV (Please name station/s) .....
- Recommendation from: (Please indicate whether student, staff, friend etc).....
- Exhibition/Show: Event ..... Place..... Date.....
- Other.....

**SECTION E: PERSONAL REFERENCES**

**21. a) Requirement applicable to all applicants.**

Each applicant is required to forward the enclosed Confidential Personal Reference Form to their respective Pastor/Religious leader. It is important to forward the reference form/s to the referee/s immediately, as we cannot complete processing your application until your reference form/s are received at the University. Please provide the following information on the person you have contacted for the Confidential Recommendation:

**Name of Church Pastor /Priest/ Religious Leader**.....  
Title/Position:.....  
Address:.....  
Telephone..... E-mail.....

**(b) Requirement applicable to Bachelor of Education (School Based) Applicants only.**

Applicants for **Bachelor of Education (School Based)** are also required to provide confidential reports from their employers. Please provide the following information on the person you have contacted for the Confidential Recommendation:

**Name of Employer/Head Teacher of Current Station**.....  
Address:.....  
Telephone..... E-mail.....

**SECTION F - ESSAY**

**Kabarak University’s mission is to provide a holistic quality education to the youth, equipping them with knowledge, practical skills and Christian moral values necessary for the service of God and humanity**

In not less than **250 words**, write an essay on your perspective of life and moral values, and indicate how you think coming to Kabarak University will be beneficial to you. Include your full name and address. Use the space provided below

Lined writing area consisting of 25 horizontal lines for the student to write an essay.

Signature .....

Date.....

**SECTION G**

**AGREEMENT**

The candidate and his/her legal guardian must read and sign the statements below before the Admissions Committee can consider this application

The undersigned agree that:

- (a) Kabarak University may make such investigation and obtain such information as it may deem proper in connection with the application, and may treat as confidential all information submitted herein or which may otherwise be received by the University from Referees or any source at its request in connection with the processing of this application for admission as permitted by Law.
- (b) The provision concerning fixing the amount, adjustment on withdrawal or late arrival, and other terms of comprehensive fees payment as set forth by Kabarak University are hereby accepted.
- (c) I agree to abide by all Kabarak University's Rules and Regulations.
- (d) I certify that all the information given in this application is complete and accurate to the best of my knowledge. I understand that this application cannot be processed if it has not been completed according to the instructions, and any deliberate falsification or omission of information may result in denial of admission or dismissal.

Signature of Applicant: ..... Date: .....

Signature of Parent/Legal Guardian/Sponsor ..... Date: .....  
(This may be omitted if self- sponsored)

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### APPLICATION CHECKLIST

Have you done the following?

- **Provided the Non-refundable application fee**
- **Completed and signed the form (please observe deadlines)**
- **Attached copies of relevant certificates and transcripts (Applies to all applicants)**
- **Attached a copy of School/College Leaving Certificate**
- **Attached a copy of the National Identity card**
- **Attached the four recent colored passport sized photos (Write your name on reverse side)**
- **Attached a signed copy of the Rules and Regulations**
- **Forwarded the confidential personal reference form/s to the referee/s and notified them of the application deadline**
- **Application Fee:** Enclosed:  Banker's Cheque or  Money Order

### For Official use only

i) Admissions Officer

Date Application Received \_\_\_\_\_ Application fee. Receipt no \_\_\_\_\_

Transcripts  Reference Forms  Bankers Cheque  Photo  Rules & Regulations

Comments.....

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

**ii) Head of Department**

Qualified  Not Qualified  Programme.....

Comments .....

Name..... Signature..... Date.....

**iii) School Dean**

Approved for admission  Not Approved

Comments .....

Name..... Signature..... Date.....

**iv) Admissions:**

Verified by the Admissions Officer and forwarded to the Registrar (Academic & Research)

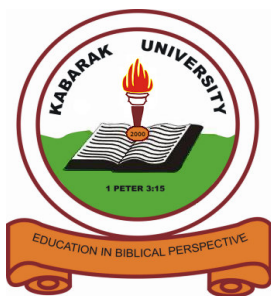
Comments .....

Name ..... Signature..... Date.....

**If accepted, Admission Number.....**

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***Kabarak University moral code***  
***As members of Kabarak University family, we purpose at all times and in all place to set apart in one's***  
***heart Jesus as lord.(1 Peter 3: 15)***



## **RULES AND REGULATIONS GOVERNING STUDENT DISCIPLINE AT KABARAK UNIVERSITY**

### **Introduction**

All students enrolled at Kabarak University are expected to follow all regulations and policies meant to govern the behavior and conduct of students as members of the University community. These rules and regulations are formulated based on sound ethics and Christian principles and are founded on the premise that people must treat others with dignity and respect in order for scholarship to thrive. Any violations of these regulations may lead to disciplinary action being taken against the student.

Indicated below are a summary of some of the rules and regulations. You are expected to read through them and sign the declaration if you accept to abide by them. You will later be issued with a student handbook which contains all the rules governing the conduct of the student in all the areas of the University.

#### **1. Academic Responsibility**

Attendance to all lectures, assignments, class tests and examinations, is required of all students. It is a serious offence to interfere or block normal scheduled classes.

#### **2. Dress Code**

Kabarak University is a Christian Institution where the mode of dressing for students is important. Students are expected to dress decently at all times. Students are not allowed to put on tight trousers/dresses, mini-skirts and skirts with long slits. Clothes with bad slogans printed on them are also not allowed. During worship services and all university formal functions, students are required to dress formally.

#### **3. Church Services**

All students are required to attend the Sunday and other mid-week worship services at their respective Campuses.

#### **4. Visitation**

The Halls of Residence are the private homes of the residents and should not be entered by guests. Visits to student rooms of residence by members of the opposite sex is **prohibited** in the University.

#### **5. Alcohol, Drug Taking & Trafficking**

Use of alcohol, cigarettes, illicit drugs and trafficking of the same is prohibited in all areas of the University. Any student involved directly or indirectly in alcohol or use or trafficking of drugs will be expelled from the University and handed over to the law enforcement agency for legal action, where appropriate.

#### **6. Responsibility for University Property**

A student shall take reasonable care of all equipment and property of the class rooms, laboratories, library and at all other places in the University and shall keep them in good condition. Any replacement or repair due to loss or damage resulting from careless use or negligence by the student or persons connected with him/her shall be made at the expense of the student.

#### **7. Harassment**

Any form of harassment by a student on or outside the University is prohibited. Such harassment include: Sexual harassment, racial harassment and any harassment targeting those with disabilities.

#### **8. Violence**

Students are prohibited from use of or threat of physical violence against other students, employees or members of the University or any other persons lawfully within or outside the University premises. Students shall not keep any offensive weapons within the University as defined in the laws of Kenya.

**9. Other offences that could cause dismissal/suspension from the University are:**

- a) Undermining the principles and objectives of the university
- b) Possessing obscene literature
- c) Gambling in any form
- d) Stealing and any form of deception
- e) Displaying improper association with members of the opposite sex
- f) Showing disrespect to persons in authority
- g) Arson
- h) Illegal trade or hawking
- i) Bribing any university employee or student
- j) Vehicle hijack or misuse
- k) Sexual immorality
- l) Rape or attempted rape
- m) Authorship, publication and/or distribution of anonymous letters or any other literature of a malicious or libelous nature including placards
- n) Organizing or participating in political activities on campus
- o) Any other obnoxious acts or repugnant conduct as may be prejudicial to good order or other proper functioning of the university
- p) Improper use of internet.

Beyond regulations, however, as a University with a Christian foundation, it is expected that students will strive for Biblical standards of personal character, conduct and discipline in dealing with all people within and outside the University. They should aim at all times in all places, as the University Moral Code states; “To set apart in ones heart Jesus as Lord” (1 Peter 3:15)

**DECLARATION BY THE STUDENT**

1. I declare that I have read and understood the Rules and Regulations governing conduct while a student at KABARAK UNIVERSITY.
2. I agree to abide by the rules in totality and to promote and maintain the Christian character of the University.

**NAME OF STUDENT** .....

**COURSE ADMITTED** .....

**SIGNATURE**..... **Date:** .....

**WITNESS (This may be omitted if self sponsored)**

**PARENT/GUARDIAN**

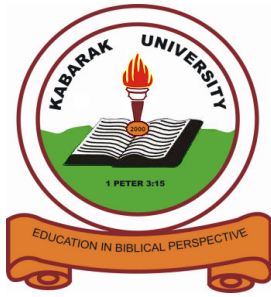
Name..... Signature..... Date.....

**FOR OFFICIAL USE**

**DEAN OF STUDENTS**

Name..... Signature..... Date.....

**NB: This copy of Rules and Regulations MUST be duly signed and submitted to the University together with the Application Form.**



Tel: 254-51-343234/5  
 Fax: 254-51-343529  
 Email: [registrar@kabarak.ac.ke](mailto:registrar@kabarak.ac.ke)

Private Bag - 20157  
 KABARAK, Kenya  
[www.kabarak.ac.ke](http://www.kabarak.ac.ke)

**CONFIDENTIAL PERSONAL REFERENCE FORM**  
*(To be filled by Pastor/Religious Leader)*

**TO THE APPLICANT:**

Print your name and the course you applied for in the space below and give this form to your **Pastor/Religious Leader**. It is important to give your form immediately as we cannot complete processing your application until the reference form is received at the University. You should also stress to your Referee the importance of his/her submitting the form promptly.

Applicant's Full Name: \_\_\_\_\_

Course Applied For: \_\_\_\_\_

**TO THE REFEREE:**

The above named applicant has applied for admission to Kabarak University, and has given your name as a Referee. Please indicate your assessment of the applicant's qualities by placing a "tick" (✓) in the appropriate box. If you have not observed the applicant in a relevant context, please tick the 'Don't Know' column. You may give additional information on the other side of this form. You may give the form to the applicant in a **sealed, stamped and signed envelope** or mail it directly to the Academic Registrar using the address at the end of this form.

	Very Good	Good	Fair	Poor	Very Poor	Do not Know
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moral Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a) Please give any general information you may have concerning the applicant's spiritual/moral life and ability to undertake University Education.

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b) Do you know of any conditions of the applicant that may need special attention?

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c) Additional Comments or Information

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d) I have known the applicant for \_\_\_\_\_ years.

e) I do  I do not  recommend the applicant for admission to the course applied for.

Full Name \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Official Stamp \_\_\_\_\_

This form when duly completed should be sent to:

The Admission Office  
Kabarak University  
Private Bag – 20157  
**KABARAK, KENYA**