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|---|--|--------------|
|  | Zetech University Main Campus Off Thika Road, Ruiru<br>P.O.Box 2768-00200, Nairobi<br>Mobile: 0716 600 116<br>E-mail: info@zetech.ac.ke<br>Website: www.zetech.ac.ke |              |
|   | <b>ADMISSIONS</b>  |              |
| <b>APPLICATION FOR UNIVERSITY ADMISSION</b>                                       | <b>Reference</b>   | <b>F-7-1</b> |
|   | <b>Issue/Rev.</b>  | <b>1/0</b>   |

### APPLICATION INSTRUCTIONS

Two copies of this form should be completed and returned /sent to the Academic Registrar. The form should be completed in legible Block letters. Attach two passport size photographs, 2 copies of Results slips/or certificate and Original application fee deposit slip.

#### SECTION A –Applicant’s Personal Details:

- i) Name (in full).....  
(Surname) (First name) (Second/other names)
- ii) Address.....Postal Code.....Town /City..... Country.....  
Telephone .....Fax.....E-mail.....
- iii) Current Residence; Estate..... Hostel.....
- iv) Date of Birth (DD/MON/YYYY)..... Gender.....
- v) Marital Status..... Nationality.....
- vi) National I.D..... Passport No.....
- vii) Name of Next of Kin..... Relationship.....  
Address..... Postal Code..... Town/City..... Country.....  
Telephone.....Fax.....E-mail.....
- viii) Emergency Contact (Name).....  
Address.....Postal Code.....Town/City..... Country.....  
Telephone.....Fax.....E-mail.....

#### SECTION B – Course Application Details:

- i) Name of Certificate/Diploma/Degree course applied for: .....
- ii) Mode of study (Full Time/Part time-Evening/Distance/School Based).....
- iii) Study Centre/Campus.....
- iv) Faculty School/Institute of.....
- iv) Intake Year.....Month.....

**SECTION C – Application Fees Payment Details:** (As shown on the bank deposit slip)

- i) Account No: ..... Branch: .....  
 ii) Deposit Date (DD/MM/YYYY): ..... Amount Paid: .....  
 iii) Narratives (Name as shown on the slip): .....  
 iv) Ref No: ..... Transaction No: .....

**SECTION D - Other Details:**

i) How did you get to know about Zetech University? (Tick as appropriate)

- Relative, Friend       Newspaper       Website       Directory  
 Or Colleague  
 Posters/Fliers       Signboard       Radio       TV (specify the station)

Referred to Zetech by Student: Name of the Student: .....

Referred to Zetech by Staff: Name of the Staff: .....

**SECTION E – Applicant’s Education Background:**

Please list all secondary and post secondary school /colleges you have attended:

|   | Sec & post – Sec School and address | From (year) | To (Year) | Qualification Obtained | Index No. / Exam Reg No. |
|---|-------------------------------------|-------------|-----------|------------------------|--------------------------|
| 1 |                                     |             |           |                        |                          |
| 2 |                                     |             |           |                        |                          |
| 3 |                                     |             |           |                        |                          |

**SECTION F –Applicant’s Working Experience:**

| YEAR |    | EMPLOYER | DESIGNATION | NATURE OF ASSIGNMENT |
|------|----|----------|-------------|----------------------|
| FROM | TO |          |             |                      |
|      |    |          |             |                      |
|      |    |          |             |                      |
|      |    |          |             |                      |
|      |    |          |             |                      |

**SECTION G – Applicant’s Declaration:**

I declare that the information given herein is true and accurate to the best of my knowledge and fully understand that any information found to be false would lead to automatic disqualification

Applicant’s Full Name .....

I.D/Passport No.....

Date.....

Applicant signature.....

**SECTION G – Recommendation (For official use )**

i) Recommendation of Department (Where applicable):                      RECOMENDED/NOT RECOMENDED  
Remarks

.....  
 .....  
 .....  
 .....

Signed.....Date and Stamp.....

**Chairman of Department**

ii) Recommendation of Faculty /School /Institute:                      RECOMENDED /NOT RECOMENDED

Remarks

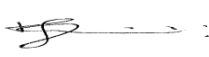

.....  
 .....  
 .....  
 .....

Signed.....Date and Stamp.....

**Dean of Faculty /Director of school /Institute**

**TERMS AND CONDITIONS OF ADMISSION**

1. Course fees must be paid in accordance with the fee schedule..
2. Students will be charged for any damages caused to equipment by their negligence.
3. Certificates will only be awarded after the fulfillment of all the course requirements.
4. Fees payments will be in form of banker’s cheques payable to Zetech University or directly deposited to the university bank account. Personal cheques are not accepted.
5. Total adherence to all rules and regulations governing students at Zetech University.

| Activity     | Responsibility            | Signature  | Date       |
|--------------|---------------------------|--|------------|
| Prepared by: | Management Representative |  | 22/06/2015 |
| Approved by: | Vice Chancellor           |  | 22/06/2015 |