



# MULTIMEDIA UNIVERSITY OF KENYA

Leader in Innovative Technology

## DIPLOMA/CERTIFICATE APPLICATION FORM

### A. NOTES TO STUDENTS:

- Complete this form in **BLOCK LETTERS**.
- Provide certified copies of academic/professional certificates.
- Read and adhere to University rules and regulations.

### B. PERSONAL PARTICULARS:

- Name (in full) \_\_\_\_\_ Female  Male   
(First name) (Middle name) (Last name)
- Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_ ID/Pass No. \_\_\_\_\_  
DD MM YY
- Permanent Address: \_\_\_\_\_ Tel \_\_\_\_\_ Off: \_\_\_\_\_  
(Box) (Town)

### C. NEXT OF KIN/GUARDIAN:

- Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
- Address: \_\_\_\_\_ Tel: \_\_\_\_\_ Off: \_\_\_\_\_  
(Box) (Town)

### D. ARE YOU EMPLOYED?

YES:  NO:

- Employer's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
(Box) (Town)
- Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
- Your job title: \_\_\_\_\_

### E. WHO IS YOUR SPONSOR?

- Employer  Self  Parent/Guardian

### F. ACADEMIC QUALIFICATIONS:

	NAME OF INSTITUTION	FROM	TO	Cert/Diploma/Degree
SCHOOL				
COLLEGE				
UNIVERSITY				

### G. COURSE APPLIED FOR:

TITLE OF COURSE	SEMESTER e.g. Jan/June	Department	SESSION DAY/EVENING	Main/CBD

### H. CURRENT STATUS OF APPLICANT:

New Student:

Continuing Student:

**I. HOW DID YOU GET TO KNOW ABOUT MMU? TICK:**

- |   |  |
|---|--|
| <input type="checkbox"/> Newspaper                | <input type="checkbox"/> Lecturer                |
| <input type="checkbox"/> Friend attending college | <input type="checkbox"/> Relative                |
| <input type="checkbox"/> Website                  | <input type="checkbox"/> Email from MMU?         |
| <input type="checkbox"/> Exhibition/Expo          | <input type="checkbox"/> Others (Please specify) |

**J. SUMMARY OF RULES AND REGULATIONS:**

1. The University is open to all students irrespective of their religion, color or sex, but reserve the right of admission on the grounds of academic performance and good behavior.
2. Foreign students must comply with the Kenya Immigration Regulations before they are admitted. Foreign students pay 20% above Kenyan students.
3. Transfer from one session to another (that is, day to evening) will depend on availability of space.
4. Students must attend all lectures and sit for tests and examinations as required. A student who fails to maintain 80% attendance will not be allowed to register for examinations.
5. Students will have to purchase or photocopy their writing and study materials. Photocopying and printing services are available at the University.
6. Resident students are expected to comply with all the hostel accommodation rules.
7. All students are expected to comply with security regulations within the University.
8. Students are expected to maintain high standards of personal discipline and morality in their behavior, mode of dressing and interaction among themselves and members of the University community.
9. Complaints/grievances or any other form of communication should be channeled to the Dean of Students through class representatives and programme coordinators.

**K. TERMS AND CONDITIONS:**

1. An Application Fee: KES. 500/= Certificate and Diploma Courses. The fee is Non-Refundable and it is payable upon submission of Application Form.
2. Fee once paid is neither refundable nor transferable under any circumstances.

**L. DECLARATION:**

I hereby certify that the information given on this form together with attached documents is true, correct and complete to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**M. OFFICIAL USE ONLY:**

Application: \_\_\_\_\_ Approved:  Not Approved:

Remarks: \_\_\_\_\_

**For more information contact;  
Registrar/Academic Affairs  
Mbagathi Campus  
P .O. Box 15653-00503  
Mbagathi, Nairobi.**

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E-mail: info@mmu.ac.ke website: www.mmu.ac.ke**

***Fully Fledged Public University***