



THE PRESBYTERIAN UNIVERSITY OF EAST AFRICA

P.O. Box 387-00902, Thogoto, Kikuyu Kenya: Phone 0723 799 904

website: www.puea.ac.ke Email: info@puea.ac.ke

APPLICATION FOR ADMISSION **(UNDERGRADUATE PROGRAMMES)**

Application form number.....

NOTES:

- i. This form should be typed or completed in **BLOCK LETTERS**, and returned to: **The Admissions Office, Presbyterian University of East Africa Kikuyu Campus; OR** to the **Nairobi Town Campus, Biashara Plaza, 3rd floor OR** post it to the **address given above.**
- ii. Attach copies of your professional and academic certificates and transcripts, Identity Card/Passport/Birth Certificate plus your current appointment letter (where applicable)
- iii. Attach copies of your Next of Kin's Identity Card/Passport
- iv. All International students should fill an Application for Kenya Pupils Pass form (Copies of Passport should be certified by Commissioner of Oaths/Advocate/ Embassy)
- v. Attach four passport size photographs from a good studio
- vi. Applicants should pay in cash the sum of Kshs 1,000 (Non Refundable) for the processing fee

SECTION

PERSONAL DETAILS

Surname: _____ Other Names: _____

Date of Birth: _____ Nationality: _____

Gender: Male [] Female [] (*Tick appropriately*)

Postal Address: _____ Postal Code: _____ Town

Tel. No: Home _____ Office: _____ Mobile: _____

Email: _____ I.D./Passport Number: _____

Next of Kin Name _____ Relationship _____

Mobile No _____ Email _____ Postal Address _____

Postal Code _____ I.D./Passport Number: _____

TYPE OF ADMISSION SOUGHT (Please Tick):

Main Campus – Kikuyu

Full-Time Student []
Open and Distance Learning []
School-based Learning []
Boarder/Day Scholar []

Town Campus

Part-Time Student []

SEMESTER INTAKE (Please Tick):

January/April [] May/August [] September/December []

SECTION B

PROGRAMME APPLIED FOR (Please Tick):

Undergraduate Degree [] Diploma Course []
Certificate [] Pre-University []
Short Course []

Please specify the Programme applied for:

1st Choice _____
2nd Choice _____

ACADEMIC HISTORY

Name of School/College/University	Dates attended (e.g. 1996-2000)	Grade attained	Year of Graduation

REFERENCE INFORMATION

Please obtain a reference letter from one of the following persons; A Religious Leader, A Former Teacher, Employer or somebody who knows you personally (NOT a Relative). Name &	
Title of Referee:	
Address:	Postal Code: Town:
Tel:	

How did you come to know about PUEA? Kindly tick

Family/Friend () Puea Staff/Current student ()

(Please, Specify Name)

Newspaper () Exhibition/ Brochure ()

Television/Radio () Church Event/Announcement ()

DECLARATION

I certify that the information provided above is correct. The University will nullify any admission obtained on the basis of untrue information.

Signature: _____

**FEES STRUCTURE FOR GOVERNMENT SPONSORED
UNDERGRADUATE STUDENTS**

DESCRIPTION N	GOVERNMENT SPONSORED STUDENTS				
	1 st Semester (15 WEEKS)		2 nd Semester (15 WEEKS)	TOTAL	
TUITION FEES	8,000.00		8,000.00	16,000.00	Annually
ADMINISTRATIVE					
1. Student Organization Fee	500.00		500.00	1,000.00	Annually
2. Examination Fee	2,000.00		2,000.00	4,000.00	Annually
3. Medical Fee	2,500.00		2,500.00	5,000.00	Annually
4. Activity Fee	2,000.00		-	2,000.00	Annually
5. Registration Fee*	1,000.00		-	1,000.00	Once
6. Students ID Card*	500.00		-	500.00	Once
7. Caution Money (Refundable)*	3,000.00		-	3,000.00	Once
8. ICT Levy	2,000.00		2,000.00	4,000.00	Annually
9. Library Fee	1,000.00		1,000.00	2,000.00	Annually
10. Kenya Universities & Colleges Central	1,500.00		-	1,500.00	Once
TOTAL	24,000.00		16,000.00	40,000.00	
NB: Medical fee only caters for minimal outpatient services. However, there is medical insurance available at kshs.12,000/- annually					
OTHER FEES AT 3RD YEAR LEVEL					
1. Attachment Fee	9,000.00			9,000.00	Once
Payable by: 3 rd year Business/Computer Science students				18,000.00	
ACCOMODATION FEES					
Accommodation Fees (D) SHOULD be paid separately from A, B & C (Tuition, Administrative & Other Fees)					
Hostel Charges Ksh 12,000 per semester(excludes MEALS)					
MEALS					
Students are advised to have at least Kshs. 10,000.00 per semester for catering services Not Payable with fees					
BOOKS					
Students are advised to have at least Kshs. 9,000.00 per year for books and stationery					

Students are strongly ADVISED to apply for Higher Education Loans Board (HELB) LOANS through this website www.helb.co.ke as soon as they register to the University to assist them meet these charges.

Other sources of funding include: HELB bursaries and CDF .

Fees should be paid at any Branch of the following Bank using the indicated Account Number:

BANK DETAILS

PUEA Family Bank

A/C NAME: PRESBYTERIAN UNIVERSITY OF EAST AFRICA.

ACCOUNT NUMBER: 068000006353.

BRANCH: Family Towers

Please ensure that your **full names and index number** are clearly indicated in the pay-in slip, which you will present to the University on the day of registration. The University will not accept personal cheques, money orders or cash.

UNIVERSITY HOSTEL ACCOMMODATION

(A)Accomodation in the university

Accommodation is available in the University on first come first served. Those who will be offered accommodation in the University hostel will be required to bring the following items:-

- a) Bed Sheets
 - b) Pillow-case
 - c) Blankets
 - d) Bucket and soap etc.
 - e) You may need a mosquito net.
- Kikuyu is a cold place you may need warm clothes.

(B)AlternativeAccomodation

Arrangements have been made for alternative accommodation around the university neighborhoods at negotiated
