



**KAPENGURIA INSTITUTE OF BUSINESS STUDIES & TECHNOLOGY**

**P.O BOX 225-30600, KAPENGURIA,** Pollo House  
 Kapenguria-Lodwar Highway  
**TEL: 0758631954**  
 Email: kibst2019@gmail.com

**ADMISSION FORM FOR DIPLOMAS/CERTIFICATES/PROFESSIONAL COURSES**

Read the instruction before completing the form. Complete all appropriate section in **CAPITAL/BLOCK LETTERS** and return with your non-refundable application fee and other supporting documents to:

**Kapenguria Institute of Business Studies & Technology.**  
**Admission office**  
**P.O Box 225 – 30600, Kapenguria**  
**Tel No. +254758-631-954**  
**Email: [kibst2019@gmail.com](mailto:kibst2019@gmail.com)**

Affix Coloured Passport
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**WRITE IN CAPITAL LETTERS**

**1. APPLICANTS DETAILS**                      **ADM NO.** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Full names as per secondary school certificate or its equivalent				
Title	Mr. ( )	Mrs.( )	Ms.( )	Gender: Male ( ) Female ( )

Date of birth		Nationality		National ID/Passport No	
County		Sub-county		Location	

**2. PERMANENT ADDRESS**

P.O Box		Email	
Mobile No.		Town	

### 3. EMERGENCY CONTACTS/NEXT OF KIN GUARDIAN

Name:	Mobile No.	Occupation	Relationship
Name:	Mobile No.	Occupation	Relationship

### 4. EDUCATIONAL BACKGROUND

#### a) Secondary Education

Institution attended	From (year)	To (year)	Certificate awarded	Mean grade

#### b) Post-secondary Education

Institution attended	From (year)	To (year)	Certificate/degree awarded	grade

### 3. EDUCATIONAL PLAN (Tick appropriate)

i	Programme level	Diploma ( ) Certificate ( ) Artisan ( ) Professional ( )
ii	Programme name	
iii	Mode of study	Full time ( ) Part Time ( ) Weekends ( ) Evening ( )
iv	Preferred intake	January ( ) April ( ) May ( ) September ( ) December ( )
v	Examining bodies	KNEC ( ) KASNEB ( ) HRMPEB ( )

#### 4. ENROLMENT STATUS: New Student ( ) Continuing Student ( )

#### 5. FINANCING OF STUDIES (please tick)

Self ( )	Parents/Guardian ( )	Other sponsorship ( )
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**6. PREFERRED HOBBY**

Preferred sport	
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**7. STATE WHETHER YOU HAVE ANY SPECIAL NEEDS THAT REQUIRE SPECIAL ATTENTION**

Please tick: Yes ( ) No ( ) If yes, State the need:
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**8. INDICATE HOW YOU LEARNT ABOUT THE INSTITUTION**

Radio ( ) Television ( ) Newspapers ( ) Friends ( ) Other State ( )
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9. Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:**

**Application checklist**

1. Non-refundable application fee (Kshs.1,000/= No cash payment)
2. Duly filled and signed application form
3. Copies of all academics certificates
4. 2 recent passport size photograph
5. Copy of national ID/passport

- **MONEY ONCE PAID IS NOT REFUNDABLE**
- **ONLY DULY FILLED APPLICATION FORM WILL BE PROCESSED**

**FOR OFFICIAL USE ONLY**

Application No: \_\_\_\_\_ Application Fees Receipt No. \_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Sign: \_\_\_\_\_