

Attach two recent,  
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## UNDERGRADUATE STUDIES / DIPLOMA APPLICATION FORM

### APPLICATION PROCEDURE

1. Before completion, read all the forms and any accompanying letter and information.
2. Complete all the questions in ink.
3. Send complete forms with Kshs. 2,000 non-refundable application fee to:

The Registrar  
Daystar University  
P.O. Box 44400  
NAIROBI 00100, KENYA

Tel: 254-020-2723002/3/4 Nairobi  
254-045-6622601/2/3 Athi-River. **Cell phone 0709972000**  
Fax: 254-020-2728338, 045-6622420  
Email: admissions@daystar.ac.ke

**NB: Application form must be completed and supporting documents attached before it can be processed.**

IF YOU ARE AN INTERNATIONAL APPLICANT, COMPLETE THE STUDENT INFORMATION SHEET AND RETURN WITH A COPY OF YOUR PASSPORT (DETAILS AND VISA PAGES), A LETTER FROM YOUR SPONSOR GUARANTEEING PAYMENT AND SPONSOR'S CURRENT BANK STATEMENT.YOUR HIGH SCHOOL CERTIFICATES NEED TO BE EQUATED AND VALIDATED BY THE KENYA NATIONAL EXAMINATIONS COUNCIL (KNEC)

### PERSONAL INFORMATION

Last (family) name _____	Middle Name _____	First Name _____
Date of Birth ____ / ____ / ____	Citizenship _____	
Country of Birth _____	Passport No.*/ID _____	
Sex:	Female [ <input type="checkbox"/> ]	Male [ <input type="checkbox"/> ]
Marital Status:	Single [ <input type="checkbox"/> ]	Married [ <input type="checkbox"/> ]
	Divorced [ <input type="checkbox"/> ]	Widowed [ <input type="checkbox"/> ]
	Separated [ <input type="checkbox"/> ]	
Years of formal education in English _____	Level: Primary [ <input type="checkbox"/> ] Secondary [ <input type="checkbox"/> ] Post-Secondary [ <input type="checkbox"/> ] (Tick as appropriate)	
Other Language (s) spoken or/and written _____		

### CURRENT ADDRESS

Postal Address _____	Code _____
City/Town _____	Country _____
Telephone (Home) _____	(Office) _____
Email _____	Mobile _____

### PARENT(S) GUARDIAN

Name _____	Relationship to applicant _____
Address _____	Telephone _____
Email _____	Mobile _____

**EDUCATIONAL INFORMATION**

Please list all the schools, colleges, or universities previously attended (Do not list primary schools)

Name of Institution	Area of Study	Duration of Study	Degree/Diploma/certificates attained
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____

What academic or non-academic honors or distinctions have you received?

\_\_\_\_\_  
\_\_\_\_\_

**ENROLLMENT INFORMATION** (Tick one of the following)

Year of Entry    January [ ]    May [ ]    August [ ]

Programme    Degree

[ ]          Diploma    [ ]          Bachelor of Education

[ ]          Bachelor of Arts    [ ]          Bachelor of Nursing

[ ]          Bachelor of Commerce

[ ]          Bachelor of Science

Major 1          \_\_\_\_\_

Major 2          \_\_\_\_\_

I would like to be considered for: Daytime classes (full time) [ ]          Evening classes (Nairobi Campus) [ ]

Campus    Nairobi [ ]    Athi River [ ]

Have you applied to Daystar before?          Yes [ ]    No [ ]

If yes, when? \_\_\_\_\_ Which programme? \_\_\_\_\_

Are you currently enrolled in another university?          Yes [ ]    No [ ]

If yes, when? \_\_\_\_\_ Which programme? \_\_\_\_\_

Have you ever been previously enrolled in another university?          Yes [ ]    No [ ]

If yes, when? \_\_\_\_\_ Which programme? \_\_\_\_\_

Reasons for leaving? \_\_\_\_\_

**WORK EXPERIENCE & RESPONSIBILITIES****WORK EXPERIENCE**

Year	Name of Organization	Type of Work	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**RELIGION AFFILIATION INFORMATION**

Please indicate your religion affiliation

Christian:  Protestant  Catholic

Other: Specify \_\_\_\_\_

**FINANCIAL INFORMATION**

How do you expect to meet the financial expenses for study while at Daystar?

Self-sponsorship  Parent/Guardian  Sponsorship  
 Fundraising  Employer  Other \_\_\_\_\_

**ADDITIONAL INFORMATION**

How did you learn about Daystar University? (Tick as appropriate)

Friends  Advertisement  Other \_\_\_\_\_  
 Family  Internet  
 Career Fair  Church

What career goals do you hope to achieve from your studies at Daystar University?

\_\_\_\_\_  
 \_\_\_\_\_

Why do you wish to study at Daystar University? (Give a brief account)

I certify that all information given is true and accurate to the best of my knowledge. False information may lead to dismissal if admitted.

Signature \_\_\_\_\_

Date \_\_\_\_\_



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Email: [admissions@daystar.ac.ke](mailto:admissions@daystar.ac.ke)  
Website: [www.daystar.ac.ke](http://www.daystar.ac.ke)

## PRINCIPLES GOVERNING STUDENTS CONDUCT AND DISCIPLINE

### Introduction

Daystar University is a Christian institution of higher learning, a community of scholars from various racial and ethnic groups, nations and backgrounds. Pursuant to our Mission, Vision and Core values, Daystar University offers a Christocentric education with a view to serving the Church and society whose curriculum includes general education courses required for all students. By coming to Daystar, the students indicate their commitment to comply with the existing standards including the vision, mission and values of Daystar University in thought, word and deed. No student will be allowed to participate in ANY leadership position unless he/she exemplifies these standards. It is expected that Daystar students will exemplify a God-controlled life, both on and off the Daystar campuses.

Upon admission, students are expected to familiarize themselves with the contents of the Students' Handbook.

### Spiritual Nurture

The Chaplaincy team spearheads the spiritual nurture activities in the University. All students commit themselves to participate in all University spiritual nurture programs including but not limited to chapel-attendance, bible study groups and Christ-centered mentorship programs.

### Discipline

Daystar University trains and equips servant leaders for the expansion of God's kingdom in the world, with special focus on Africa. *Effective leaders must be disciplined in word, action and thought life. The following are not permissible to students of Daystar University:*

- *Use or possession of alcohol,*
- *Use or possession of illegal drugs,*
- *Use or possession of obscene or pornographic materials,*
- *Indulgence in immoral sexual behaviors*
- *Use of offensive language,*
- *Indecent dressing,*
- *Plagiarism and any other form of academic dishonesty*
- *Unauthorized absenteeism of oneself from classes and chapel,*

And other practices which are questionable in Christian living.

### Dress Code

Daystar University aspires to inculcate a culture of professionalism in all aspects of an individual's physical appearance. The standard expectation of hairstyle and dressing for both men and women is cleanliness, modesty and decency. It is also unacceptable to pierce one's nose, navel, eye brows, tongue or to wear tattoos on one's body.

### *Standard of dress for Women*

The length of dresses and skirts should be below the knee line (when standing and sitting). Skirt slits should be modest and should be no higher than the top of the knee. Dressing that is unacceptable for female students includes but not limited to low necklines, body tight trousers, bare-backs, navel-gazers (tumbo-cut), see through clothing, and spaghetti tops, among others.

***Standard of dress for Men***

Male students are expected to wear properly groomed hair. They are not allowed to braid their hair in any form of locks or braids, wear head-scarfs, wear earrings and studs, wear sagging trousers, wear hats in class or chapel functions and they are not allowed to display bare chest.

**Resolving Grievances**

The Daystar University community believes in the dialogue approach to settling of grievances or misunderstandings that may arise from time to time. Every opportunity will be provided for dialogue. Therefore, boycotts, strikes, riots, sit-ins, protests, unruly behavior, incitement or any form of mass indiscipline are not allowed for students at Daystar University.

**Any student who will not conform to this code, or whose conduct is detrimental to the total welfare of the Daystar Community, shall be subject to disciplinary action, which may result in suspension or dismissal.**

I have read and understood the principles highlighted herein and I commit myself to abide by them.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

In the presence of: (Can be Parent/Guardian/Spouse/Sponsor/Employer)

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship \_\_\_\_\_



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### STATEMENT OF SPONSORSHIP

This is to be completed by the sponsor who will be responsible for the applicant's expenses. If applicant will pay own expenses, the applicant should complete it.

#### PART I: (To be completed by applicant)

Name of applicant \_\_\_\_\_

Citizenship \_\_\_\_\_

Date of birth \_\_\_ / \_\_\_ / \_\_\_

Applicant is enrolling for:  Diploma

MA/MBA

Undergraduate

Applicant intends to study:  Day

Part-time (Evening classes)

Signature \_\_\_\_\_

Date \_\_\_ / \_\_\_ / \_\_\_

#### PART II: (To be completed by sponsor)

Name \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone (office) \_\_\_\_\_ (Home) \_\_\_\_\_

I/We are interested in sponsoring \_\_\_\_\_ at

Daystar University for the period from \_\_\_\_\_ to \_\_\_\_\_

Sponsorship will include  Tuition & Books

Pocket money

Room & Board

Other

I/We understand that all charges are payable on or before the first day of the semester and will undertake to make timely payments.

Signature \_\_\_\_\_

Date \_\_\_\_\_

(If sponsor is an organization please indicate name and position)

Name \_\_\_\_\_

Position \_\_\_\_\_

**PROGRAMMES AND MAJORS**

**2. UNDERGRADUATE PROGRAMMES - 4 YEARS**

**i) Bachelor of Arts**

- ◆ B.A. in Bible
- ◆ B.A. in Communication
- ◆ B.A. in Community Development
- ◆ B.A. in English
- ◆ B.A. in Psychology & Counseling
- ◆ B.A. in Social Work
- ◆ B.A. in Peace & Conflict Transformation B.A. in International Relations & Security Studies B.A. in Technical Communication
- ◆ B.A. in Music
- ◆ B.A. in French

**ii) Bachelor of Commerce**

- ◆ B.Com. in Accounting
- ◆ B.Com. in Business Administration & Management
- ◆ B.Com. in Marketing
- ◆ B.Com. in Management Information Systems

**iii) Bachelor of Science**

- ◆ B.Sc. in Applied Computer Science
- ◆ B.Sc. in Economics
- ◆ B.Sc. in Nursing
- ◆ B.Sc. in Physics
- ◆ B.Sc. in Actuarial Science
- ◆ B.Sc. in Environmental Health
- ◆ B.Sc. in Biomedical Science

**iv) Bachelor of Education (choose two teaching subjects)**

- ◆ Accounting
- ◆ Mathematics
- ◆ Business Administration & Management
- ◆ Marketing
- ◆ Economics
- ◆ Bible
- ◆ English

**Continuing Education Degree programme**

The university offers a Continuing Education undergraduate programme, in the evenings and on Saturdays i.e

Monday to Friday	-	5:30 p.m - 8:30 p.m
Saturdays	-	8:00 a.m. - 5:00 p.m

**Additional minimum requirements for specific Majors**

Commerce	-	C (plain) in Maths
Communication	-	B (plain) in English
English	-	B (plain) in English
Psychology	-	C (plus) in English
	-	C (plain) in Biology
Computer Science	-	C (plus) in Maths
	-	C (plus) in Physics
B.Sc. in Nursing	-	C (plus) in the following subjects - English, Biology, Chemistry, Mathematics/Physics

For one to be admitted to pursue the B.Sc..Nur. Upgrading programme the following minimum criteria is mandatory:

1. KCSE aggregate 'C' plain and KRCHN or KRN/M Diploma in Nursing
- OR**
2. KCSE/EACE Division III and KRCHN or KRN/M Diploma in Nursing
3. At least 2 years' working experience after attainment of the Diploma in Nursing
4. Licensing with the Nursing Council of Kenya.

**DIPLOMA PROGRAMMES - 2 YEARS**

- ◆ Communication
- ◆ Human Resource Management (HRM)
- ◆ Business Administration & Management
- ◆ Information Communication Technology (ICT)

**Entry requirements for Diploma Programmes**

1. An overall grade of C- (Minus) in KCSE or its equivalent.
2. For a diploma in Communication, an overall grade of **C (plain) and a B- (Minus) in English** in KCSE or its equivalent.

**Entry Requirements**

Applicants should meet either of the following or equivalent

KCSE - C+ Mean Grade  
EACE/KCE/KACE/EAACE - Div2 and /or 2 Principal Passes at A-levels

IGCSE/GCE - 5 Credits and /or 2 Principal Passes at A-levels

TOEFL

\*Applicants from countries where English is NOT the language of instruction must have TOEFL scores of minimum 500 for paper based test, and 90 for internet-based test. Those who do not possess these scores will have to take one semester of English.

**NB: For further details on Majors or Application procedures, write to the Registrar using [admissions@daystar.ac.ke](mailto:admissions@daystar.ac.ke) or visit our website at [www.daystar.ac.ke](http://www.daystar.ac.ke)**

## INSTRUCTIONS

The application form should be filled and the accompanying documents attached.

Application duly completed should be returned to the registrar on or before:

JANUARY INTAKE	▶	30 <sup>TH</sup>	NOVEMBER
AUGUST INTAKE	▶	30 <sup>TH</sup>	JULY
MAY INTAKE	▶	30 <sup>TH</sup>	APRIL

### CHECK LIST

What to send to the Registrar:

- A signed and completed application form
- Non-refundable fee of Kshs.2,000
- Official copies of all Secondary, Post – Secondary academic certificates and transcripts.

*\*Students from non-English speaking countries need to send translated and certified documents of their academic records*

- Signed “Principles Governing Student Conduct and Discipline” form
- Financial information sheet  
(Foreign students need to include a financial letter and current bank statement from the sponsor guaranteeing payment)
- International students to ensure they get equation and validation of their academic certificates and transcripts from KNEC before application.**
  - ❖ 2 recent passport size photographs  
(Please write your full names on the reverse side of the photographs)
  - ❖ A copy of your passport.  
(For foreign students only)