



Attach TWO recent
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here

POSTGRADUATE STUDIES PROGRAMME APPLICATION FORM

APPLICATION PROCEDURE

1. Before completion, read all the forms and any accompanying letter.
2. Complete all information in ink or type
3. Send completed 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, PLEASE 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, UNDERGRADUATE AND POST GRADUATE CERTIFICATES AND TRANSCRIPTS NEED TO BE EQUATED AND VALIDATED BY THE COMMISSION FOR UNIVERSITY EDUCATION IN KENYA.

PERSONAL INFORMATION

Last (family) name _____ Middle Name _____ First Name _____
Date of Birth ____/____/____ Citizenship _____
Country of Birth _____ Passport No.*/ID _____
Sex: Female [] Male []
Marital Status: Single [] Married [] Divorced [] Widowed [] Separated []
Years of formal education in English ____ Level: Primary [] Secondary [] Post-secondary []
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 _____

EDUCATION 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 [] August [] May []

Degree

- [] Postgraduate Diploma in Education (PGDE) ✚ M.A Community Development
- [] Postgraduate Diploma in Child Development ✚ M.A Monitoring & Evaluation
- [] Master of Arts in Communication ✚ M.A Diplomacy, Development & Security Studies
- [] Master of Arts in Counseling Psychology
- [] Master of Business Administration & Management Concentration _____
- [] Master of Theology in African Christianity
- [] Master of Arts in Christian Ministries
- [] Master of Arts in Child Development

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

If yes, when? _____ Which programme? _____

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

If yes, which programme? _____

Have you ever been 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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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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ACADEMIC REFERENCE FORM

Part I of this form should be completed by the applicant. The form should then be given to an academic referee.

PART I (To be completed by applicant)

Name _____

Present address _____ Code _____

Course applied for _____

I request that this recommendation be treated as confidential to the officers and faculty of Daystar University. I understand that it will be used solely for decision on my application for admission and this reference will not be made known to anyone else.

Signature of applicant _____ Date _____

PART II (To be completed by a referee)

Please complete this form carefully and honestly, and return directly to the Registrar, Daystar University.

1. How long have you known the applicant?
 Less than 1 year 6-10 year
 1-5 years more than 10 years
2. How well do you know him/her?
 just by name and sight
 casually; have had some personal contact
 fairly well; have had a number of personal contacts
 very well; have had a close academic relationship with applicant
3. How does he/she relate to others?
 outgoing moody
 shy respected by others
 keeps to himself/herself I don't know
4. How do you perceive his/her abilities? (Check all that apply)
 performs well academically artistic
 public speaker/teacher administrative skills
 good in counseling and interpersonal relationships

5. To your knowledge, does the applicant smoke, drink, use habit-forming drugs or participate in any immoral practices? Please comment.

6. Based on the knowledge of the applicant, do you recommend that he/she be accepted to study at Daystar?

Comments: _____

Name (Print) _____

Your Position _____

Address _____ Code _____

Telephone/ Mobile _____ Email _____

Academic Institution _____

Signature _____

Kindly stamp here with
an official stamp



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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 ____/____/____

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

POST-GRADUATE PROGRAMMES - 2 YEARS

i) POST GRADUATE DIPLOMAS

- ◆ Post Graduate Diploma in Education PGDE (1 Year)
- ◆ Post Graduate Diploma in Child Development (1 Year)

ii) **Master in Business Administration (MBA)**

- ◆ Finance
- ◆ Human Resource Management
- ◆ Marketing
- ◆ Strategic Management
- ◆ Project Management
- ◆ Entrepreneurship
- ◆ Supply Chain Management

iii) **Master of Arts**

- ◆ Counseling Psychology
- ◆ Christian Ministries
- ◆ Communication
 - *Media studies*
 - *Development Communication*
 - *Corporate Communication*
- ◆ Child Development
- ◆ Community Development
- ◆ Diplomacy, Development & Security Studies
- ◆ Monitoring & Evaluation

iv) **Master of Science**

- ◆ Economics

v) **Master of Theology in African Christianity**

Entry Requirements

A Bachelor's degree from an accredited university with a minimum Cumulative G.P.A. of 2.75 on a scale of 4.00 or an Upper Second Class Honours. Students with a Cumulative G.P.A of 2.5 or Lower Second Class Honours can be considered if they have relevant working experience.

NB: For further details on Majors or Application procedures, write to the Registrar using admissions@daystar.ac.ke or visit our website at www.daystar.ac.ke

INSTRUCTIONS

The application form should be filled and the accompanying documents attached. Please ensure that the Personal reference form is filled and mailed to the Registrar by the respective persons. If received from the applicant they should be in an envelope sealed by the referee.

Applications duly completed should be returned to the Registrar on or before:

JANUARY INTAKE	30 TH	NOVEMBER
AUGUST INTAKE	30 TH	JULY
MAY INTAKE	30 TH	APRIL

CHECKLIST

What to send to the Registrar:

- A signed and completed application form
- Non - refundable application fee of Kshs.2,000
- Official copies of all Secondary, post - Secondary, College & University certificates and transcripts*

* Students from non- English speaking countries need to send translated and certified documents of their academic records
INTERNATIONAL STUDENTS SHOULD HAVE THEIR CERTIFICATES AND TRANSCRIPTS EQUATED AND VALIDATED BY COMMISSION FOR UNIVERSITY EDUCATION (KENYA)

- Signed “Principles Governing Student Conduct and Discipline” form
- Academic Reference form
- Financial information sheet
(*Foreign students need to include a sponsor’s financial letter guaranteeing payment of fees and a sponsor’s current bank statement.*)
- 2 recent passport size photographs (4 passport size photographs for foreign students)
(Please write your full names on the reverse side of the photographs)
- Completed student information sheet and a copy of your passport.
(For foreign students only)
- A Curriculum Vitae (résumé)
- A letter of introduction from your employer.