



KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)

**CERTIFICATE AND DIPLOMA PROGRAMMES FOR SEPTEMBER 2023 INTAKE –
NAKURU CAMPUS**

Applications are invited from qualified applicants for the following programmes which will be offered in **September 2023** intake to be taken under **Full Time** and **Part Time** modes of study at **Nakuru Campus**.

1. SCHOOL OF BUSINESS, ECONOMICS AND TOURISM <u>CERTIFICATE PROGRAMMES</u> (Course Duration: 1 year) a) Project Management b) Project Monitoring and Evaluation Minimum requirements. Mean grade of KCSE D+ (Plus) or its equivalent OR KCE Division III or its equivalent.
<u>DIPLOMA PROGRAMMES</u> (Course Duration: 2 years) a) Diploma in Business Management b) Diploma in Human Resource Management c) Diploma in Marketing d) Diploma in Project Management e) Diploma in Project Monitoring and Evaluation f) Diploma in Accountancy g) Diploma in Procurement and Supply Chain Management Minimum requirements. Mean Grade of C- (Minus) at KCSE or Division III at KCE or one Principal and one Subsidiary at KACE. OR Mean grade of D+ (Plus) at KCSE with a certificate in the relevant area of study from Kenyatta University or any other recognised institution.
h) Diploma in Hospitality Management (Course Duration: 2 years) Minimum requirements. Mean grade of C- (Minus) at KCSE or equivalent. In addition, Candidates must have obtained grade D+ (Minus) in two (2) subjects chosen from the following categories: Alternative A : English/Kiswahili, Chemistry, Biology Alternative B: English/Kiswahili, Biological Sciences/Physical Sciences, Home Science OR Mean grade D+ (Plus) at KCSE with a Certificate in a field related to Hospitality from a recognized institution and two (2) years relevant work experience.
i) Diploma in Tourism Management (Course Duration: 2 years) Minimum requirement. Mean Grade of C- (Minus) at KCSE or equivalent. Candidates must have done any two of the following subjects at KCSE and passed with a minimum grade of D+ (Plus) in each: Biology/Biological Sciences, Geography/History, Business Education/Computer Studies, English /Foreign Language. OR

Mean grade D+ (Plus) at KCSE with a Certificate in a field related to Tourism from a recognized institution and two (2) years relevant work experience.
2. SCHOOL OF LAW, ARTS AND SOCIAL SCIENCES
Diploma in Security Science and Management (Course Duration: 2 years)
Minimum entry requirements:
i) Kenya Certificate of Secondary Education (KCSE) with a minimum mean grade of C- (Minus)
OR
ii) Kenya Certificate Secondary Education (KCSE) with a minimum grade of D+ (Plus) and a Certificate in a related course from an institution recognized by Kenyatta University Senate
OR
iii) Equivalent qualifications as determined by Kenya National Qualifications Authority (KNQA)
3. SCHOOL OF PURE AND APPLIED SCIENCES
a) Diploma in Information Science (DIS) (Course Duration: 2 years)
Minimum requirements:
i) Mean grade of C (Plain) at KCSE
OR
ii) Be holders of KNEC certificate in Library and Information studies or equivalent with an overall pass of Credit or Distinction, or pass with 2 years or more years' relevant practical experience.
b) Diploma in Records Management and Information Technology (DRIT) (Course Duration: 2 years)
Minimum requirements:
i) Mean grade of C (Plain) at KCSE examination.
OR
ii) Be holders of KNEC certificate in Library and Information Science or equivalent with an overall pass of Credit or distinction
OR
iii) Pass with 2 years or more years' relevant practical experience.
c) Diploma in Information Technology (Full-Time) (Course Duration: 2 years)
Minimum requirements:
Mean grade of C- (Minus) at KCSE or equivalent with at least C - (minus) in Mathematics and English.
OR
Mean grade of D+ (Plus) at KCSE and at least C- (Minus) in both Mathematics and English with Certificate in related field from recognized institution.
ICT PROFESSIONAL TRAINING AND CERTIFICATION CENTER (IPTCC)
IBM Skills Academy http://iptcc.ku.ac.ke/ibm-skills-academy
CISCO Networking Academy http://iptcc.ku.ac.ke/cisco-networking-academy
HUAWEI ICT Academy http://iptcc.ku.ac.ke/huawei-ict-academy
ICDL Professional Certification Courses http://iptcc.ku.ac.ke/icdl-center

MODE OF APPLICATION, REQUIREMENTS AND PROCEDURES

GUIDELINE FOR ONLINE APPLICATION.

- i) Application for admission into the programme can be **done online** by a simple click <http://applications.ku.ac.ke>

All you need is the following:

- Ensure you have met the eligibility criteria for the selected program.
- Ensure you have scanned Academic Transcripts, Certificates and Passport photo.
- Ensure you have scanned identification documents, either an Identification Card or Passport.
- Ensure you have the required application fee of **Kshs. 2,000/=** for East Africans on your MPESA line for completing the application process.

Payment for online application is only by MPESA through details provided on the application portal.

- ii) Application forms can be obtained from **Kenyatta University, Admissions Block, Office No. 12** or at the Regional Centers based in **Nairobi, Nakuru, Kitui, Mombasa, Kisumu and Garissa** or be downloaded from our website www.ku.ac.ke
- iii) East African applicants shall pay non-refundable processing fee of **Kshs. 2,000/=** for through **Bank deposit only** into any of the following bank accounts:

<i>Co-operative Bank of Kenya -</i>	<i>Account No. 01129062461400</i>
<i>National Bank of Kenya -</i>	<i>Account No. 01003059500801</i>
<i>Equity Bank Limited -</i>	<i>Account No. 0180290518859</i>
<i>Family Bank -</i>	<i>Account No. 045000023316</i>

- iv) Non-East Africans shall pay non-refundable application processing fee of **USD. 50/=** through **Bank deposit only** into the following bank account.

Bank Name	Account Name	Branch	Ac. No.	Swift Code
National Bank of Kenya	Kenyatta University Tuition Account	Kenyatta University	0202005915080	NBKEKENXXX

Payment for application forms is only through the bank account details provided above.

- v) Duly completed forms should be returned to the **Registrar (Academic), Kenyatta University P.O. Box 43844 – 00100, NAIROBI, Kenya**. Copies of relevant **professional and academic certificates and transcripts, Two (2) I'x1' passport size photos and original application fee receipt, MUST** be attached to the application form.

ENQUIRIES

For further information please contact:

THE REGISTRAR (ACADEMIC)
KENYATTA UNIVERSITY,
P. O. BOX 43844 – 00100 – NAIROBI
TELEPHONE: 020-8710901/0208703061
EMAIL: registrar-acad@ku.ac.ke

ADMISSIONS SSP (MAIN CAMPUS)
TELEPHONE: 0208703219/4295/3215
EMAIL: admissions-ssp@ku.ac.ke
MOBILE: 0737432721/0745231768

ADMISSIONS SSP (SATELLITE CAMPUSES)
TELEPHONE: 0208703217/4587
EMAIL: cep-satellite@ku.ac.ke
MOBILE: 0756246547

CALL CENTER
TELEPHONE: +254 20870 EXT 4116/4115
EMAIL: info.admissions@ku.ac.ke
MOBILE: 0745231766/0756246547

WEBSITE: www.ku.ac.ke
ONLINE APPLICATIONS: http://applications.ku.ac.ke

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