



# ONLINE COLLEGE

(Of Business Studies & ICT)  
OFFICE OF THE REGISTRAR (ACADEMIC)

## INTERNATIONAL STUDENT APPLICATION FORM FOR ADMISSION INTO OCBSICT CERTIFICATE AND DIPLOMA PROGRAMMES

### NOTES:

- (i) This form should be typed or completed in **BLOCK LETTERS**, and returned to the Registrar (Academic), OCBSICT **THROUGH**:

**The Director,  
Office for International Programmes and Collaboration(OIPC),  
Online College of Business Studies & ICT,  
P.O. Box 17530 - 20100 GPO,  
Tel: +254 733 236 665/ +254 700 709 434  
NAKURU-KENYA**

- (ii) **Attach Copies of:**

- (a) Your current appointment letter (where applicable),  
(b) Your professional and academic certificates and transcripts,  
(c) Original receipt of payment for application fee (d) Passport

- (iii) Applicants from East Africa to pay a sum of **Kshs. 1,000/-** as application fee while those from Outside East Africa pay **USD.50**. Payments to be made to the following bank account:

Bank Name	Bank Code	Account Name	Branch	Ac. No.	Swift Code
Equity Bank of Kenya		Online College Fees Collection account	Nakuru Branch P O Box	1460262044570	EQBLKENA

- (iv) Attach four one inch by one inch (1" x 1") passport-size photographs.

- (v) Application **deadlines** are end of May for September intake and end of September for January intake.

**SECTION A**

FORM : OCBSICT-ISCD-01

- 1) Name.....  
(Surname) (Other names in full)
- 2) Contact Address .....
- 3) Permanent Address .....
- Telephone No ..... Mobile No .....
- E-mail .....
- Nearest town.....
- 4) Date of Birth:  
Day..... Month ..... Year.....
- 5) Citizenship .....
- 6) Passport No..... Identity Card No.....
- 7) Gender: Male ..... Female ..... Marital Status .....

**SECTION B**

- 8) (a) Name of Diploma/Certificate Course applied for:  
.....
- (b) Mode of study (Tick as appropriate)
- i. **Full Time:** (To be ticked by Full time applicants only)
- ii. **Evening and Weekends/ Part Time**
- iii. **Institution Based:** (To be ticked by Institution based applicants only)

iv. **Open Learning (ODeL):** (To be ticked by IOL applicants only)

**9. English Proficiency**

Are you proficient in English?

Yes

No

If yes, please provide evidence

Do you need help to improve your English Proficiency?

Yes

No

**10. Institution attended and Qualifications obtained.**

QUALIFICATIONS	SCHOOL/COLLEGE/UNIVERSITY ATTENDED	YEAR OF COMPLETION	GRADES OBTAINED
<b>(i) Academic</b>			
<b>(ii) Professional</b>			

**10. Work/Research experience (where applicable)**

OCCUPATION	EMPLOYER	WORK STATION	DURATION

**SECTION C**

**DECLARATION BY APPLICANT**

I hereby declare that to the best of my knowledge, the information I have given is correct.

Signature ..... Date .....

**SECTION D**

**For Official Use Only:**

Recommendations .....

.....

.....

Approved

Not Approved

Deferred

Reasons: Incomplete Information

Others: .....

Signature: ..... Date: .....

**SECTION E**

12. Action to be Taken

Admit

Reject

Follow- up action: .....

.....

Signature : .....

Date : .....