



# Nkumba University

Chartered since 2006 by the Government of Uganda

OFFICE OF THE ACADEMIC REGISTRAR

## APPLICATION FOR ADMISSION

UNDERGRADUATE STUDIES; CERTIFICATE, DIPLOMA, DEGREE

FOR OFFICIAL USE ONLY

ADMITTED FOR: (Course / Intake / Study programme.)



Serial No. ....

### Return this application to:

The Academic Registrar  
Nkumba University,

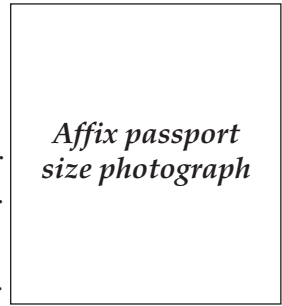
Postal Address  
P. O. Box 237  
ENTEBBE - UGANDA

Telephone Contacts  
+256-0414-374996  
+256-0414-320283  
+256-0414-321448

Email:  
ar@nkumbauni.ac.ug  
Website:  
www.nkumbauniversity.ac.ug

# PART I

(The Applicant must fill parts I, II, III and IV of this Application form)



## A. APPLICANT'S PERSONAL PARTICULARS.

- 1.0 Surname.....
- 1.1 Other names.....
- Contacts**
- 1.2 Postal Address.....
- .....
- 1.3 Telephone (Landline) ..... Mobile.....
- 1.4 Email: .....
- 1.5 Date of birth (DD/MM/YYYY): ..... Age .....
- 1.6 Religion..... Sex .....
- Place of origin:-**
- 1.7 Country..... Nationality.....
- 1.8 Home District..... Town.....
- 1.9 Village.....
- 2.0 Marital status - Single / Married / Other (state).....

## B. PARENTS' / GUARDIANS' DETAILS:

- 2.1 Relationship: Father / Mother / Other (Names).....
- 2.2 Occupation / Profession.....
- Contacts:-**
- 2.3 Physical Address.....
- 2.4 Postal Address.....
- .....
- 2.5 Telephone contacts.....
- 2.6 Email: .....

## C. NEXT OF KIN (Around Entebbe / Kampala in case of Emergency) or Any other place.

- 2.8 Name.....
- Contacts:-**
- 2.9 Postal Address.....
- .....
- 3.0 Telephone .....
- 3.1 Email: .....

## D. HOW DID YOU COME TO KNOW ABOUT NKUMBA UNIVERSITY: Specify e.g Newspaper

- a) Newspaper  b) Radio / Television  c) Friend
- d) Promotion visits  e) Other

**PART II**  
**EDUCATION BACKGROUND & EMPLOYMENT STATUS**

*To be filled by the Applicant*

(a) Give all schools and colleges attended:

Schools / Colleges (most recent first)	From	To	Post held e.g. Prefect.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

(b) Fill in the results of Examinations sat at 'O' and 'A' Levels.

**PLEASE ATTACH PHOTOCOPIES OF PASSLIPS/CERTIFICATES.**

'O' Level Index No.			'A' Level Index No.		
Subjects		Results	Subjects		Results
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.					
7.					
8.					
9.					
10.					
<b>TOTAL AGGREGATE</b>			<b>TOTAL AGGREGATE</b>		

(c) State other examinations you have appeared for (if any), including the award. (attach transcripts)

	Institution / College	Award	Year .
1.			
2.			
3.			
4.			

(d) State other courses currently being taken, or already taken for which results are not yet available.

	Institution / College	Course / Programme
1.		
2.		
3.		
4.		

(e) Give employment record (if any).

	Name of previous/current Organisation (most recent first)	Year		Post held
		From	To	
1.				
2.				
3.				
4.				
5.				
6.				

# PART III

*To be filled by the Applicant*

STUDY PROGRAMME (Classes)	INTAKE:
<input type="checkbox"/> Full-time (Day) classes	<input type="checkbox"/> August
<input type="checkbox"/> Evening classes	<input type="checkbox"/> February
<input type="checkbox"/> Weekend classes	
<input type="checkbox"/> Distance Learning Programmes	

**COURSE OFFERS** Indicate your choice by ticking the box adjacent to the course and then specify the choice in the parallel box e.g 

✓	1st
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**NOTE:** Make at least 3 choices in order of preference.

**A. UNDERGRADUATE (DEGREE) PROGRAMMES**

**1. School of Law:**

(i) Bachelor of Laws (LLB).....				
(ii) Bachelor of Criminal Justice (BCJ).....				

**2. School of Commercial Industrial Art & Design:**

(i) Bachelor of Arts in Commercial Arts (BAC) .....				
(ii) Bachelor of Arts in Graphic Communication Design (BGCD).....				
(iii) Bachelor of Arts in Fashion & Textile Design (BFTD).....				

**3. School of Education, Humanities and Sciences:**

(i) Bachelor of Early Childhood Care & Development (BA.ECD) .....				
(ii) Bachelor of Business Education (BB.E'd).....				
(iii) Bachelor of Science in Journalism (Bsc. JN).....				
(iv) Bachelor of Education (B.E'd).....				
(v) Bachelor of Arts with Education (Primary) BAEP.....				
(vi) Bachelor of Arts with Education (Secondary) BASEC.....				
(vii) Bachelor of Arts in counselling (BA. CLG).....				
(viii) Bachelor of Arts in Community Disability Studies (BA.CDS).....				

**4. School of Social Sciences:**

(i) Bachelor of Arts in Public Administration and Management (BA.PAM) .....				
(ii) Bachelor of Arts in Development studies (BA.DES).....				
(iii) Bachelor of Arts in International Relations & Diplomacy (BA.IRD).....				
(iv) Bachelor of Arts in Sociology & Development (BA.SOD).....				
(v) Bachelor of Arts in Community Based Development (BA.CBD).....				
(vi) Bachelor of Social Work and Social Administration (SWSA).....				

**5. School of Sciences:**

(i) Bachelor of Science in Petroleum and Minerals Management (B.PMM).....				
(ii) Bachelor of Science in Agri business (B.ARIB).....				
(iii) Bachelor of Science in Tourism Operations Management (BTM).....				
(iv) Bachelor of Science in Environment & Natural Resources Management (B. ENM).....				

(v)	Bachelor of Science in Fisheries Management and Technology (BFMT).....		
(vi)	Bachelor of Science in Hotel Management and Catering (B.H.T.M).....		
(vii)	Bachelor of Science in Wildlife & Forestry Management (B. WFM).....		
(viii)	Bachelor of Science in Home Economics (B. HEC).....		
(ix)	Bachelor of Science in Financial Engineering (B. FEG).....		
(x)	Bachelor of Science in Biological Sciences. (BBS).....		

**6. School of Business Administration:**

(i)	Bachelor of Business Administration (B.B.A) .....		
(ii)	Bachelor of Procurement and Logistics Management (BPLM).....		
(iii)	Bachelor of Information Technology (BIT).....		
(iv)	Bachelor of Business Information Technology (BBIT).....		
(v)	Bachelor of Taxation Management (BTM).....		
(vi)	Bachelor of Human Resource Management (BHRM).....		
(vii)	Bachelor of Office Management & Secretarial studies (BOMSS).....		
(viii)	Bachelor of Science in Computer Science (B. CS).....		
(ix)	Bachelor of Applied Computing (BAco).....		
(x)	Bachelor of Networks and Systems Administration (BNSA).....		
(xi)	Bachelor of Business Law (BBL).....		
(xii)	Bachelor of Entrepreneurship (B. ENT).....		
(xiii)	Bachelors of Records and Information Management (B. RIM) .....		
(xiv)	Bachelors of Multi lingual Secretarial Studies and Administration (B.MSS).....		

**B. DIPLOMA PROGRAMMES**

**1. School of Law:**

(i)	Diploma in Criminal Justice (Dip. CJ).....		
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**2. School of Business Administration:**

(i)	Diploma in Business Administration (D. BA)specialising in any of the following		
(a)	Accounting.....		
(b)	Marketing.....		
(c)	Purchasing and supplies.....		
(d)	Business Management .....		
(e)	Banking Finance & Insurance.....		
(f)	Clearing & Forwarding.....		
(ii)	Diploma in Information Technology (Dip. IT).....		
(iii)	Diploma in Taxation Management (Dip. TM).....		
(iv)	Diploma in Computer Science (Dip. CS).....		
(v)	Diploma in Office Management & Secretarial studies (Dip. OMSS).....		
(vi)	Diploma in Records and Information Management (Dip. RIM).....		

**3. School of Social Sciences:**

(I)	Diploma in Public Administration and Management (Dip. PAM).....		
(ii)	Diploma in Development studies (Dip. DES).....		
(iii)	Diploma in HIV / AIDS Education Management (Dip. H.E.M).....		
(vi)	Diploma in Social Work and Social Administration (Dip. SWSA).....		

**4. School of Education, Humanities and Sciences:**

(i)	Diploma in Journalism (Dip. JN).....		
(ii)	Diploma in Education (Primary / Secondary) Dip. E' d.....		
(iii)	Diploma in Early Childhood Care & Development Education (Dip ECD).....		
(iv)	Diploma in Counseling (Dip. Clg).....		

**5. School of Sciences:**

(i)	Diploma in Tourism Operations Management (Dip.TMG).....		
(ii)	Diploma in Sustainable Agriculture (Dip. SAG).....		
(iii)	Diploma in Hotel Management and Catering (Dip. HTM).....		
(iv)	Diploma in Home Economics (Dip. HEC).....		
(v)	Diploma in Fisheries Management and Technology (Dip. FMT).....		
(vi)	Diploma in Wildlife & Forestry Management (Dip. WFM).....		
(vii)	Diploma in Environment Sciences .....		
(viii)	Diploma in Financial Engineering (Dip. FEG).....		
(ix)	Diploma in Biological Sciences (Dip. ABIO).....		
(x)	Diploma in Petroleum and Minerals Management (Dip.PMM).....		

**6. School of Commercial Industrial Art & Design:**

(i)	Diploma in Graphic Digital Design (Dip. GDD).....		
(ii)	Diploma in Vocational Arts & Design (Dip. VAD).....		
(iii)	Diploma in Interior and Landscape Design (Dip. ILD).....		

**C. CERTIFICATE PROGRAMMES**

**1. School of Business Administration:**

(i)	Certificate in Office Management (Cert. O.mgt).....		
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**2. School of Industrial Art & Design:**

(i)	Certificate in Commercial Art & Design (Cert. CAD).....		
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**3. School of Sciences:**

(I)	Certificate in Tourism Operations (Cert. TMG).....		
(ii)	Certificate in Hotel Operations and Institutional Catering (Cert. HTM).....		
(iii)	Certificate in Sustainable Agriculture (Cert. AGR).....		

**4. School of Education, Humanities and Sciences:**

(i)	Certificate in Early Childhood Care & Development Education (Cert. ECD)...		
(ii)	Certificate in Counselling (Cert. CSL).....		
(iii)	Certificate in English Language Proficiency (Cert. ELP) .....		

## PART IV

### 1. SPONSORSHIP BY AN ORGANISATION / INSTITUTION / COMPANY / GOVERNMENT

If sponsored by an Organisation, Government or Company, then fill in the details below:

- (i) Officer-in-charge .....
- (ii) Name of Organisation (or Other) .....
- (iii) Physical and Mail Address .....  
..... Tel No. ....
- (iv) Signature .....  
Date: ..... Seal / Stamp.

### 2. SPONSORSHIP BY AN INDIVIDUAL

If sponsored by a parent, guardian, or benefactor, **(The sponsor should fill this section):**

- (i) Name .....
- (ii) Relationship .....
- (iii) Type of Occupation .....
- (iv) Physical address .....  
.....
- (v) Mail address and Tel. ....
- (vi) Residential address ..... Tel .....
- Signature ..... Date .....

### 3. SELF-SPONSORSHIP

If you are self-sponsored give the details below:

- (i) Employment status .....
- (ii) Position held .....
- (iii) Name of the Organisation .....
- (iv) Address .....
- (v) Your Bankers (if any) .....

### DECLARATION BY CANDIDATE

I ..... declare that the information given above is true to the best of my knowledge.

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



ADMISSIONS OFFICE ASSESSMENT FORM

A. ADMISSION'S OFFICE COMMENTS

Uganda Certificate of Education(UCE)	Uganda Advanced Certificate of Education (UACE)		Other Qualifications	Recommended Course
No. of Passes	No. of Principal Passes	No. of Subsidiary Passes		

- (i) For direct Entry
  - Minimum entry requirements are met (indicate) NO  YES
  - Details: .....
- (ii) For Entry by other Qualifications (indicate) NO  YES 
  - Mature Entry  Diploma  Others
  - Details: .....
- (iii) Status (Recognized by NCHE) NO  YES  NOT KNOWN

Admissions Officer..... Date .....

B. SCHOOL BOARD'S RECOMMENDATION:

- (i) Applicant accepted and Recommended for: (Course details)
 

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Reasons: .....

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  - (ii) Applicant rejected (Reasons)
 

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- Dean of school ..... Date & Stamp .....

C. ADMISSION COMMITTEE'S DECISION:

- (i) The Applicant is admitted for .....
  - (ii) Any other conditions related to the above admissions (E.g Provisional Admissions)
 

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  - (ii) Applicant is NOT ADMITTED (Reasons) .....
- Academic Registrar ..... Date & Stamp .....