

**AFFIX
PASSPORT
SIZE
PHOTO**



SCHOOL OF GRADUATE STUDIES

APPLICATION FOR GRADUATE STUDIES

REQUIREMENTS

NB: THREE copies of this form should be completed and returned to the Dean, School of Graduate Studies, Rongo University, P.O. Box 103-40404, RONGO, Tel. 0771349741

- (i) The form should be typed or completed in block letters.
Attach original application receipt. Application Fee (*Kshs. 2,000*)
- (ii) Attach a Passport size photo on each form
- (iii) Send duly filled referee forms (2) direct to the Dean, School of Graduate Studies
- (iv) Attach photocopies of both Academic and professional certificates and transcripts on each duly completed form.

SECTION A: PERSONAL DETAILS

1. Name
Surname) (Other names in full)
2. Current Address
.....
.....
3. Permanent Address (if different from the current address)
.....
.....
4. Tel/Mobile No.E- mail of Applicant
5. Date of Birth.....Gender.....
6. Citizenship ID/Passport No.....
7. Marital Status.....

SECTION B: QUALIFICATION AND EXPERIENCE

8. University (ies) attended and the degrees you obtained including classification.

- (a) First degree
- (i) University attended.....
 - (ii) Dates attended
 - (iii) Field of Study
(e.g. History, Kiswahili, Commerce)
 - (iv) Degree awarded
(e.g. B.Sc. Upper 2nd Class Honours)
 - (v) Date awarded

- (b) Second degree:
- (i) University attended
 - (ii) Dates attended
 - (iii) Field of Study
(e.g. History, Kiswahili, Business Studies, IT, Communication)
 - (iv) Degree awarded
(e.g. M.Sc., M.Ed., MBM,)
 - (v) Date awarded

(c) Other degrees/Diploma (where applicable).....
.....

(d) Research experience (if any)
(List of publications, research reports, dissertation, theses etc)

Attach separate sheet if necessary
.....
.....

(e) Employment record:

Position	Place of employment	Date of employment (From-To)
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Indicate competency in other languages other than English.....
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SECTION C: OTHER DETAILS

9. The higher degree applied for:

(i) Name of degree.....

(ii) If PhD please attach a Concept Note.

(iii) School

(iv) Department.....

(v) Field of study.....

(vi) Mode of Study – Tick as appropriate

Part Time

Full Time

Weekend

ODeL

(vii) Place of Study - Tick as appropriate

Main Campus

Rongo Town

Other (Specify)

(viii) Proposed date (Month) of commencement of study

(ix) Expected date (Month & Year) of completion

(x) Institution where research work is to be done if not at Rongo University.....
.....

10. Indicate how you intend to finance your studies.....
.....

11. Give names and addresses of two academic referees

(i) Name

Address

Email.....Tel.....

(ii) Name

Address

Email.....Tel.....

Signed by the applicant Date:

**SECTION D: OFFICIAL
TO BE COMPLETED BY THE UNIVERSITY**

(a) RECOMMENDEATION OF THE HEAD OF DEPARTMENT

- (i) (Enter below ADMIT or DO NOT ADMIT as may be applicable)
.....
- (ii) Give reason(s) for NOT ADMITTING
.....
.....
- (iii) Recommended Course option(s) where the applicant is admissible
.....
- (iv) Proposed University supervisor(s)
.....
.....
- (v) Other supervisor(s)
.....
.....

Signed by Head of Department..... Date.....

b) RECOMMENDATION OF THE DEAN OF THE SCHOOL

- (i) (Enter below ADMIT or DO NOT ADMIT as may be applicable)
.....
- (ii) Reason(s) for NOT ADMITTING
.....
.....

Signed by the Dean..... Date and Official Stamp.....

c) **RECOMMENDATION OF THE BOARD OF THE SCHOOL OF GRADUATE STUDIES**

(i) (Enter below ADMITTED or NOT ADMITTED as may be applicable)
.....

(ii) Reason(s) for NOT ADMITTING
.....
.....

(iii) Admitted with effect from

Signed Date and Official Stamp.....
Dean, School of Graduate Studies