



INTERNATIONAL DEVELOPMENT INSTITUTE – AFRICA (IDIA)

IDIA COLLEGE OF TECHNOLOGY AND DEVELOPMENT STUDIES

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Three Passport
size
Photographs

APPLICATION FOR ADMISSION

This form should be filled in block capitals. Ensure you have fully read the relevant prospectus for the course applied for before filling this form.

NAME OF THE COURSE APPLIED FOR: _____

COMMENCING (DD/MM/YR): _____

A. GENERAL INFORMATION

NAME (SURNAME FIRST): _____
(Clearly indicates as preferred to appear on the certificate)

DATE OF BIRTH (DD/MM/YR) _____ **SEX :(M/F)** _____

PASSPORT/IDENTITY CARD NO: (Please specify)

(Certified True Copies of either both sides of the applicant's ID OR the first three pages of the applicant's passport must be attached to the application)

PERMANENT HOME ADDRESS: _____

ADDRESS FOR CORRESPONDENCE: (If different from above)

TELEPHONE: _____ **HOME:** _____ **OFFICE:** _____

MOBILE NUMBER/FAX: _____ **EMAIL ADDRESS:** _____

B. EDUCATION/ PROFESSIONAL BACKGROUND

School examinations taken/to be taken (e.g. KCSE/GCSE,) (Please attach a Certificate Copy of the relevant slip)

YEAR SAT: _____ **AGGREGATE RESULT:** _____

Additional Professional Course(s) taken: _____
(Please attach Certified copy of award where applicable)

Work experience where applicable (giving most recent employer first): _____

Employer 1:

Position: _____ Duration: _____

Employer 2:

Position _____ Duration: _____

C. PARENT/GUARDIAN/SPONSOR'S DETAILS

NAME: _____

ADDRESS: _____

TELEPHONE: _____ HOME: _____ OFFICE: _____

MOBILE NO/FAX: _____ EMAIL: _____

D. NEXT OF KIN DETAILS (Somebody who can be contacted in case of emergency)

NAME: _____

RELATIONSHIP: _____

ADDRESS _____

TELEPHONE: _____ HOME: _____ OFFICE: _____

MOBILE NO/FAX _____ EMAIL: _____

E. ATTACHMENTS

Please ensure that you have attached certified copies of the following:

1. Three Passport size Photographs
2. Certified Copies of Academic Certificates
3. Photocopy of ID/ or Passport

Ensure you get the official receipt for the application form. (Attach Receipt to the Application form)

Receipt No.

Serial No.

F. MEDICAL HISTORY

Indicate any medical ailment/ allergies that the school should be aware of, in case of an emergence

SIGNED: _____ **DATE:** _____

G. FURTHER INFORMATION

How did you find out about the course you have applied for (tick where applicable)?

- 1) IDIA Brochure/Prospectus
- 2) Daily Newspaper
- 3) Professional Publication
- 4) Exhibition/School visits
- 5) Students of IDIA (indicate current/ former)
- 6) Friends
- 7) Relatives
- 8) Radio
- 9) IDIA Employee
- 10) Business Colleague
- 11) Other (please give details)

H. TERMS AND CONDITIONS

- 1. An Application Fee: KES. 1,000/= Certificate and Diploma Courses. The fee is Non-Refundable and it is payable upon submission of Application Form.
- 2. Fee once paid is neither refundable nor transferable under any circumstances.

I. DECLARATION

I hereby declare that all information submitted on the application form, and materials attached in support thereof are true, correct and complete to the best of my ability and knowledge, and that all required information has been disclosed.

SIGNED: _____ **DATE:** _____

J. OFFICIAL USE ONLY

Application Approved Application Not Approved

Remarks: _____