

# NKUMBA UNIVERSITY

[www.nkumbauniversity.ac.ug](http://www.nkumbauniversity.ac.ug)

## OFFICE OF THE ACADEMIC REGISTRAR



## APPLICATION FOR ADMISSION UNDER – GRADUATE STUDIES

**Return this application to:**

The Academic Registrar  
Nkumba University  
P.O. Box 237 Entebbe  
Tel/Fax: 256-041-321448  
256-041-320134  
256-041-320283

E-mail: [academicreg@nkumbauniversity.ac.ug](mailto:academicreg@nkumbauniversity.ac.ug)  
Entebbe Uganda

Serial No. NU/A

**PART 1**

**Personal Particulars:**

(a) Surname: .....

Other names: .....

(b) Personal Address (Postal) .....

(c) Name of parent/guardian  
Relationship: father/mother/other (state) .....

.....  
.....

Occupation .....

(d) Physical Address (village/town/district/plot and street

.....  
.....  
.....

(e) Employment address of parent/guardian

.....  
.....

(f) Applicant's religion ..... Sex ..... Age .....

(g) Applicant's place of origin: Village/town/district, date of birth:

.....  
.....

(h) Home district ..... Nationality .....

(i) Applicant's marital status: (single/married/other)

.....  
.....



(j) State your next of kin in Kampala or Entebbe, including address/Telephone in case of emergency:

.....  
.....

(k) How did you come to know about Nkumba University?

.....  
.....

## **PART II**

### **EDUCATION BACKGROUND AND EMPLOYMENT STATUS**

(a) Give all schools and colleges attended:

School/College (most recent first)	From	To	Posts held e.g.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**(b) Results of Examination sat ('O' and 'A' Levels) (Please attach photocopies of results certificates/slips)**

'O' Level subjects	Results	'A' Level subjects	Results
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

(c) State other examinations you have appeared for (if any), including their results

.....

.....

.....

.....

(d) State other courses currently being taken, or already taken for which results are yet available

.....

.....

.....

(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.			
7.			
8.			
9.			
10			

**PART III**

**A. APPLICATION FEES (for both diploma and degree applications)**

Non-refundable application fee of:

- 15,000/= payable to Accounts Section or Bank Draft for applicants;
- 10,000/= for the University Prospectus

For Bank Draft mode of payment, indicate Bank Draft No. .... and name of issuing bank .....

**PART IV**

**COURSE OFFERS**

Please, indicate your choice by ticking the adjacent box to the option. Other related details are obtainable from the University Prospectus

**A. DEGREE/DIPLOMA/CERTIFICATE COURSE OFFERS**

Enrollment Status:

Full-time Day Programme

Evening Programme

Weekend Programme

Three-year Degree courses in:

Indicate your choice in the order of preference 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, ..... e.t.c.

- |        |   |                          |
|--------|---|--------------------------|
| (i)    | Business Administration (B.B.A) .....                       | <input type="checkbox"/> |
| (ii)   | Office Management and Secretarial Studies .....             | <input type="checkbox"/> |
| (iii)  | Hotel Management, Catering & Tourism – specialisation ..... | <input type="checkbox"/> |
|        | (a) Hotel Management .....                                  | <input type="checkbox"/> |
|        | (b) Institutional Catering .....                            | <input type="checkbox"/> |
|        | (c) Tourism Operations Management .....                     | <input type="checkbox"/> |
| (iv)   | Commercial Industrial Art and Design .....                  | <input type="checkbox"/> |
| (v)    | Business Education .....                                    | <input type="checkbox"/> |
| (vi)   | Education .....   | <input type="checkbox"/> |
| (vii)  | Development studies .....                                   | <input type="checkbox"/> |
| (viii) | Political science .....                                     | <input type="checkbox"/> |
| (ix)   | Public Administration and Management .....                  | <input type="checkbox"/> |
| (x)    | Bachelor of Laws (L.L.B) .....                              | <input type="checkbox"/> |
| (xi)   | Community Based Development .....                           | <input type="checkbox"/> |
| (xii)  | Sociology and Development .....                             | <input type="checkbox"/> |
| (xiii) | Bachelor of Information Technology .....                    | <input type="checkbox"/> |
| (xiv)  | International Relations & Diplomacy .....                   | <input type="checkbox"/> |
| (xv)   | Environmental Management .....                              | <input type="checkbox"/> |
| (xvi)  | Wild life management .....                                  | <input type="checkbox"/> |
| (xvii) | Home economics .....  | <input type="checkbox"/> |

**B. DIPLOMA COURSE OFFERS**

Two-year Diploma courses:

- (i) Office Management and Secretarial Studies .....
- (ii) Computer Education .....
- (iii) Commercial Art and Design .....
- (iv) Hotel Management .....
- (v) Tourism Operations .....
- (vi) Political Science .....
- (vii) Community Based Development .....
- (viii) Development Studies .....
- (ix) Sociology .....
- (x) Education .....
- (xi) Public Administration and Management .....
- (xii) Institutional Catering .....
- (xiii) Clerical Studies .....
- (xiv) Environmental Studies .....
- (xv) Wild Life Management .....
- (xvi) Home Economics .....
- (xvii) Early Childhood Education .....
- (xviii) Business Administration with specialisation in .....  
one of the following areas:

- a) Marketing Management .....
- b) Purchasing and Supplies Management .....
- c) Business management .....
- d) Computer Science .....
- e) Banking, Finance and Insurance .....
- f) Clearing & Forwarding Management .....
- g) Accountancy .....

**C. CERTIFICATE COURSE OFFERS (1 – YEAR)**

- Office Management and Secretarial Studies .....
- Commercial Art and Design .....
- Hotel Management Catering & Tourism – (Duration 3 months 1 year...)
- Hotel Receptionist .....
- Institutional Catering .....
- Tourism Operations .....
- Early Childhood Education .....
- House Keeping .....

**PART V**

**SPONSORSHIP**

All fees are payable on Admission.

**SPONSORSHIP BY AN ORGANISATION**

If you are to be sponsored by an Organisation, Government or a Company, details are required:

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

**SPONSORSHIP BY AN INDIVIDUAL**

If sponsored by 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 No. ....  
Signature ..... Date .....

**SELF-SPONSORED**

If you are self-sponsored give 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 .....

**PART VI**

**FOR OFFICIAL USE ONLY**

Applicant is conditionally accepted,  
because: .....  
.....  
.....

Officer processing the application (name) .....

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

Application pending  
because: .....  
.....  
.....

Officer processing the application (name) .....

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

**ADMISSION COMMITTEE’S DECISION**

- i) Applicant Accepted .....  
Type of Diploma /Degree/Certificate .....
- ii) Applicant Rejected .....  
.....  
.....
- iii) Academic Registrar’s Signature ..... Date .....