



# THE REGIONAL INSTITUTE OF BUSINESS MANAGEMENT (KENYA BRANCH)

Pioneer House, 2<sup>nd</sup> Floor, Moi Avenue, P.O. Box 50881- 00200, Nairobi.  
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## REGISTRATION FORM (RI)

Attach two  
colored passport  
size photos

Before filling in this form please read it carefully. Complete both sides in **BLOCK LETTERS** and sign.

### 1. PERSONAL INFORMATION

(a) Full Name of the Applicant (First name) \_\_\_\_\_ (Last name) \_\_\_\_\_  
(Middle name) \_\_\_\_\_

Male  Female

(b) Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / Nationality \_\_\_\_\_  
                                  **DD**                  **MM**                  **YY**

(c) Identity / Passport No.: \_\_\_\_\_

(d) Permanent Address: \_\_\_\_\_

(e) Telephone: Office: \_\_\_\_\_

House: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 2. NEXT OF KIN

i) Name: \_\_\_\_\_ Relations: \_\_\_\_\_

ii) Address: \_\_\_\_\_

iii) E-mail: \_\_\_\_\_ Tel: \_\_\_\_\_

### 3. SPONSORSHIP:

(i) Name of sponsor: \_\_\_\_\_

(ii) Address: \_\_\_\_\_

(iii) Telephone: \_\_\_\_\_

(iv) E-mail: \_\_\_\_\_

(v) Relationship: \_\_\_\_\_

(vi) Position \_\_\_\_\_ Signature \_\_\_\_\_ Dates \_\_\_\_\_

### 4. QUALIFICATIONS (Attach copies of Academic and Professional qualifications)

(i) Academic : (a) KCSE/EACE Mean score \_\_\_\_\_

(b) Give grades of five relevant subject's passed \_\_\_\_\_

\_\_\_\_\_

(c) Others e.g. 'A' level/University \_\_\_\_\_

(ii) Professional: \_\_\_\_\_

### 5. COURSE APPLIED FOR:

State the course/Subjects you would like to do, intake term as well as when (sessions) you would like to attend your course.

COURSE ABE, secretarial etc	YEAR	INTAKE TERMS Jan, April June, September	SESSION Day/Evening

Electronic Copy

6. (a) **Current Status of the Applicant:** (Please tick) New student  Continuing student

(b) State how you came to know about the Regional Institute of Business Management and the courses offered therein. Please tick one; through:

i) A friend/Student

ii) A staff member

iii) Print media  which one? Nation  The Standard  Kenya Times

Others (specify) \_\_\_\_\_

iv) Electronic media  which one? T.V (specify) \_\_\_\_\_

Radio (specify) \_\_\_\_\_

(Kiss, Inooro, RadioUmoja, Kameme, KBC, Iqra, Musyi, Kass, Ramogi, Egessa Easy FM)

v) Any other source  specify: \_\_\_\_\_

(b) Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## 7. OFFICIAL USE ONLY

### Processing by the Registrar

(a) The applicant is qualified/not qualified for admission for (the course) \_\_\_\_\_

(b) The candidate is therefore admitted / not admitted in the:

Department \_\_\_\_\_

Course starts on: \_\_\_\_\_

Examined and certified by name: \_\_\_\_\_

Signature: \_\_\_\_\_ Dates \_\_\_\_\_

### 8. Required documents to be attached when registering.

- a) Two colored passport size photos.
- b) Copies of original certificates obtained from previous institutions and form four certificate's copy.
- c) Copy of your national ID.

### REGISTRAR

#### ***Declaration by the Applicant:***

\_\_\_\_\_

Received an admission letter on \_\_\_\_\_

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_