

# Mount Kenya University



Unlocking Infinite Possibilities

## COURSE ADVANCEMENT FORM

### Instructions:

- The form should be filled in duplicate. One copy of the dully filled copy to be submitted to the Admissions office and the other to the Registration office.
- Attach all the following documents:
  - Transcripts of the previous Course **or** Result slips
  - Certificate of the previous Course **or** completion letter
  - National ID.
  - Secondary school(KCSE) certificate.

### PART A: TO BE FILLED BY APPLICANT

NAME.....

REGISTRATION NUMBER (Previous Course) .....

ID. NO ..... MOBILE NO.....

HOME TOWN..... EMAIL.....

NEXT OF KIN..... PHONE. NO.....

DATE.....

Current Course:	Study Mode:
New Course:	Study Mode:
Teaching Subjects/Specialization	

REPORTING INTAKE.....

### PART B: OFFICIAL USE ONLY

#### 1) COMMENTS BY HEAD OF DEPARTMENT (CURRENT DEPARTMENT):

Approved/Not Approved (Tick appropriately) .....

First degree Classification (if possible) .....

Name..... Sign ..... Date.....

#### 2) COMMENTS BY HEAD OF DEPARTMENT (RECEIVING DEPARTMENT):

Approved/Not Approved (Tick Appropriately) .....

Name.....Sign.....Date.....

#### 3) COMMENTS BY DEAN OF SCHOOL (RECEIVING SCHOOL):

Approved/Not Approved (Tick Appropriately) .....

Name.....Sign.....Date.....

#### 4) CHAIRMAN ADMISSIONS COMMITTEE:

APPROVED / NOT APPROVED (Tick Appropriately) .....

Sign.....

Date.....