



## Short Course or Executive Certificate Application Form

Name of Course.....

Surname.....

First Name.....

Date of Birth.....Nationality.....

National ID/International passport.....

Contact Address.....

Cell/Tel.....Email.....

Lecture Name.....Signature.....

Start Date.....End Date.....

Total Module hours.....

Signed.....Date.....

(Student/Applicant)

Stamp here

### FOR OFFICIAL USE ONLY

Amount Paid.....Receipt number.....

Received by.....Signature.....

Registration Number.....

Signed.....Date.....

(Dean of School)

#### **Please Note:**

- i. A Certificate of Attendance will be issued by the university for participants attending 80% of the module.
- ii. Payments should be made before or on first day of classes. Payment plans must be agreed with the university Bursar.
- iii. All Payments are made to the finance department and a receipt must be issued.
- iv. This form must be retained to the lecturer after payment has been made.

**Submit Certified Copies of the following Documents: (1) Birth Certificate (2) O Level Results (3) A Level Results (4) Diploma or Degree Certificates - where applicable.**