



# APPLICATION FOR REGISTRATION FORM

Registration number allocated

Before filling in this form, please read it carefully in conjunction with the notes at the back of this form and in the examinations brochure.

**PROFESSIONAL EXAMINATIONS:** CPA  CS  CICT  CIFA  CCP  FAQ  FSQ

**DIPLOMA EXAMINATIONS:** ATD  DICT  DCM

(Please tick as appropriate)

## 1. Personal details

### (a) Name

Write the name as it appears on the National Identity card/Passport/Birth certificate and attach a copy. In case of change of name, attach the relevant documents

(See notes 1 and 2)

(b) Nationality \_\_\_\_\_ (c) Date of birth / /  (d) Gender M  F   
Day Month Year

(e) Contacts: Email \_\_\_\_\_ Cellphone \_\_\_\_\_

C/o \_\_\_\_\_ P.O. Box \_\_\_\_\_ Code \_\_\_\_\_

Town/City \_\_\_\_\_ Country \_\_\_\_\_

2. Have you ever registered as a student of kasneb? Yes  No  If yes, please indicate your Registration No. \_\_\_\_\_

3. Highest level of education (High school/Diploma/Degree/Masters/Phd/Profesional)

(Attach certified copies of certificates including for high school as per note 3)

4. How did you learn about kasneb? Career Talks  Media  Student  Sponsor   
Guardian  Parent  Friend  Others \_\_\_\_\_  
(Specify)

## 5. Payment details

I enclose cash/cheque/money order/KASNEB fee deposit slip No. \_\_\_\_\_ for Sh. \_\_\_\_\_

**NB:** This form shall be retained by the bank if payment is made through the bank. The bank will forward the form to kasneb

6. Are you attending tuition in a training institution? Yes  No   
(See note 5)

If yes, please indicate the name of the institution

## 7. Declaration by the applicant

I hereby certify that to the best of my knowledge all the information I have provided on this form and all supporting documents are true and correct and I agree to abide by the Examination Rules and Regulations and Code of Conduct and Ethics for kasneb students.

**Note: The Code of Conduct and Ethics for kasneb students is available on the kasneb website.**

PASTE YOUR  
COLOUR  
PASSPORT SIZE  
PHOTOGRAPH  
HERE

Signature \_\_\_\_\_

Identity card No. \_\_\_\_\_

Date \_\_\_\_\_

## NOTES

1. Complete the form in CAPITAL LETTERS (in black or blue ink) together with the student identification card form.
2. (a) Print your names in full in the order on No. 1(a) of this form.  
(b) Change of name must be supported by a legal document (such as Marriage certificate, Affidavit or Deed poll).
3. Indicate your Identity card/Passport No./Identity card waiting slip No. or Birth certificate No. (for those under 18 years) on the space provided; enclose a passport size photograph, identification document and CERTIFIED copies of your certificates. The documents must be certified by your employer/referee or by any person specified here below:
  - Registrars of colleges, institutions or universities.
  - Graduates of **kasneb** professional examinations (must quote their registration number).
  - A Senior Civil Servant (such as Education Officer, District Officer, Magistrate or an Officer of higher ranking).
  - Religious leaders (such as Pastors, Priests, Kadhis, Imams).
  - Secondary School Principals.
  - The Clerk or Senior Officer of any Local Authority, or a Senior Officer in a State Corporation or organisation.
  - In exceptional circumstances, Chiefs, Assistant Chiefs and Primary School Head Teachers.

**All copies of certificates must be certified, signed and rubber stamped by the same person.**

4. **kasneb** reserves the right to confirm the certified copies of certificates.
5. Students are advised to attend tuition in either accredited institutions or institutions in the process of accreditation only. The list of accredited institutions is available on the **kasneb** website.
6. Please ensure that your application for registration form is duly completed before payment of fees.
7. Any application for registration form which is incomplete or which is not accompanied by supporting documents and the correct fee will be rejected.

### 8. Abbreviations

CPA	-	Certified Public Accountants
CS	-	Certified Secretaries
CICT	-	Certified Information Communication Technologists
CIFA	-	Certified Investment and Financial Analysts
CCP	-	Certified Credit Professionals
FAQ	-	Foreign Accountancy Qualifications
FSQ	-	Foreign Secretaries Qualifications
ATD	-	Accounting Technicians Diploma
DICT	-	Diploma in Information Communication Technology
DCM	-	Diploma in Credit Management

### 9. Registration deadlines                      **June examinations**    **December examinations**

Normal registration	30 November	31 May
Late registration	15 February	15 August

### STUDENT REGISTRATION FEES

Examinations	Kenya Shillings		Foreign Currency	
	Sh.		US \$	
	Normal	Late	Normal	Late
Diploma and Professional	5,000	7,250	83	125