



ADMISSION FORM

Attach your passport photo

PERSONAL DETAILS

Full Name:

Surname _____ Other Names _____

Date Of Birth: _____ Gender (Tick) Male [] Female []
(Date) (Month) (Year)

Nationality: _____ Citizenship: _____

Passport / ID No: _____

For official use ADMISSION NO:-----

CURRENT CONTACT DETAILS

Postal Address _____ Code _____
City/Town _____ Country _____
Telephone (Office) _____ Mobile _____
Email _____ Other email _____

NEXT OF KIN/GUARDIAN (to be contacted in case of emergency)

Name _____ Relationship to applicant _____
Address _____ Telephone _____
Email _____ Mobile _____

ENROLMENT INFORMATION:

Select your preferred intake:

January /February [] March/April [], May/June, [] July/august [], September/ October [], November []

Please indicate the program you wish to pursue at DIMA COLLEGE (Tick [√] one)

School of Hospitality and Tourism

- Hotel Management (Diploma /Certificate)
- Tours and Travel Operation (Diploma /Certificate)
- Tour Guiding and Travel. (Diploma /Certificate)
- Front Office Operation & Administration
- Cabin Crew and Air Hostess

- Human Resource Management. (Diploma /Certificate)
- Records Management
- English/ French -----

School of Business

- Supply Chain Management (Diploma /Certificate)
- Business Administration –KNEC (Diploma /Certificate)
- Business Administration – ICM (Diploma /Certificate)
- Clearing and Forwarding. (Diploma /Certificate)
- Secretarial (Single /Group) (Diploma /Certificate)
- Sales and Marketing (Diploma /Certificate)

School of ICT

- Information Communication Technology
- Computer Packages -----

School of Mass Communication

- Mass Communication and Journalism

School of Community Development and Social work

- Community Development and Social Work

Address: P.O. Box 48379-00101 Nairobi, KENYA Tel: +254-724360244, info@dimacollege.ac.ke / dimacollege82@gmail.com

Website: www.dimacollege.ac.ke

- Guidance and Counseling

Others: -----

PREFERRED MODE OF STUDY FOR

- Full Time
- Part Time

Previous Academic Qualification

ACADEMIC LEVEL e.g. Diploma ,Degree	Name of school/College/University	Dates attended eg 2010-2013	Qualifications attained (Begin with O- Level)

1. How do you plan to finance your studies at DIMA? (Please tick [√] as appropriate)
 Self [] Parent/Guardian [] Sponsorship [] Employer [] Other _____
2. How did you learn about DIMA COLLEGE? (Please tick [√] as appropriate)
 [] DIMA COLLEGE Website [] Exhibition & Recruitment fairs [] Face book
 [] Television/ Radio [] Career Day Events [] Twitter
 [] College flier [] Family/friends [] Other _____
3. What was the language of instruction for your secondary education? _____

NOTE: A candidate whose language of instruction at secondary education level is not ENGLISH will need to up to upgrade in our college

REFEREE INFORMATION

GIVE DETAILS OF THREE REFEREES including the postal address and telephone no

1. **Name:**-----
Postal Address:-----
Telephone No.-----
2. **Name:**-----
Postal Address:-----
Telephone No.-----
3. **Name:**-----
Postal Address:-----
Telephone No.-----

PAYMENT INFORMATION

Please take note that neither the admissions office nor the finance office will accept cash money or personal cheques from applicants and students. Payment is made through the COLLEGE bank account. Please find details of the same below. Please enclose a copy of the bank deposit slip for the application fee.

Account Name: DIMA COLLEGE
Bank: Kenya Commercial Bank
Branch: Tom Mboya Branch CBD
Account Number: 1111466254

FOR THE SPONSOR

I/ We acknowledge that this application of enrollment will become a legally binding contract immediately upon acceptance by the College and it shall be subject to the following conditions:

1. **FEES ONCE PAID ARE NOT REFUNDABLE.**
2. **Non Attendance: No FEES will be REFUNDED for any reason whatsoever but an extension of this course equal to the cost of time will be allowed if medical certificate of illness is produced.**
3. **All fees are payable in advance either per term or monthly by 5th of the month and the fee must be up to date by the time of exam booking.**

4. Students must buy all the necessary books and stationary.

SIGNATURE OF APPLICANT:

In signing this application, I promise, if accepted as a student, to be subject to rules and regulations of **DIMA COLLEGE**.
I declare that all statements on this application are true to the best of my knowledge.

Name _____ **Signature** _____ **Date** _____