



# **AFRICA NAZARENE UNIVERSITY**

P.O. Box 53067, Nairobi 00200, Kenya. Phone: 045 – 24448, 24190, 24350/1, 0722-266354, 0733-874111  
Fax: 045 – 24352, e-mail – [registrar@anu.ac.ke](mailto:registrar@anu.ac.ke), website: [www.anu.ac.ke](http://www.anu.ac.ke)

## **Code Of Conduct Agreement [Revised Edition, June 1999]**

I understand that Africa Nazarene University is a Christian university affiliated with the Church of the Nazarene. I acknowledge that the University expects me to demonstrate an upright moral character. I agree to live in harmony with the goals and policies of the University. I further agree to conduct my behaviour in harmony with the general and special rules of the Church of the Nazarene as described for my reading in the Africa Nazarene University student Handbook.

I will resolve to communicate grievances in a mature and Christian manner, using the principles of brotherly love and reconciliation as my guideline. I agree to settle differences with students and University administration, faculty and staff in a peaceful and considerate manner.

I understand that rioting, boycotting, striking against classes, University programmes or policies, rules and standards, is forbidden. I will make no attempt to interfere with fellow students in their attendance at classes or University programmes. Participation in either course of action will make me liable to disciplinary action.

I agree that I will not use alcohol, tobacco or the recreational use of drugs while a student at Africa Nazarene University. I will avoid questionable places of entertainment which distract from moral and spiritual development and which encourage a lifestyle contrary to the Christian life style desired of students of Africa Nazarene University. I agree further not to watch movies, television programmes, or videos which display scenes of explicit sex or contain inappropriate language such as obscene words or which use the Lord's name in vain.

I understand that behaviour such as gambling, bribery, occult practices, overtly teaching non-Christian values in any form, reading obscene or pornographic material, engaging in sexual practices, which are unacceptable or questionable in Christian life style, is not permitted to students or staff at Africa Nazarene University.

I understand that while I am a student at ANU, I am expected to keep all rules and regulations of the University both on and off campus. I further understand that students who are arrested for disorderly conduct, public drunkenness, making a public disturbance or breaking the Laws of Kenya in any fashion or form will be liable to disciplinary action from the University.

I understand that the security staff, faculty members or administration staff of the University, may inspect packages, personal belongings or vehicles being brought onto the University campus, for beverages or products forbidden in the Code of Conduct or the Student Handbook. I agree to give the University the authority to conduct unscheduled inspections of my room to protect students and the University from the presence of substances that are not permitted on the campus of ANU.

I understand that I am required to be truthful in applying for admission to ANU, including the frank disclosure of previous attendance at another University, college, or any post high school educational institution/s. I understand that this requirement of honesty in application includes the disclosure of suspension or dismissal from any post high school educational institution. I further understand that if it is discovered that I have been untruthful in my application form, I am liable to disciplinary action that may include discontinuation from the University.

I will not discriminate against fellow members of the University community on the basis of race, gender, age, colour, national, or ethnic origin, marital status, or physical handicaps. I will refrain from persecuting or insulting a member of the University community concerning the issues of spiritual convictions or religious practices.

I understand that the public display of affection, such as hugging or kissing is not permitted. I further understand that I may not press unwanted physical attention on a member of the University community. I also understand that a student found in the room of a member of the opposite sex will be liable to disciplinary action.

I agree to abide by this Code of Conduct. I understand that my agreement to the Code of Conduct is a condition of my acceptance and continuation at ANU. I further understand that this code includes the behaviour code and University regulations found in the Student Handbook. I agree to abide by the behaviour code and the University regulations.

I understand that, should I break or in any way violate the Code of Conduct, the principles and rules found in the Student Handbook I shall be subject to disciplinary action. I acknowledge that, while I may request a grievance procedure for appealing such disciplinary action, I agree to abide by the decision of the University.

Student's Full Name:.....

Signature:.....

### **Parent/Guardian/Sponsor's Contacts**

Full Names:.....

Telephone:.....

Address:.....

Signature:.....

Date:.....



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Passport Size  
photograph

## POST GRADUATE APPLICATION FORM

Application No.....

### PERSONAL DETAILS

Name: _____ (Surname) (Other names)		
Date of Birth: Day                  Month                  Year		Gender: Male <input type="checkbox"/> /Female <input type="checkbox"/> (Tick <input checked="" type="checkbox"/> )
Tel. No:	Home (Landline):	E-mail:
	Mobile:	
Nationality:	Citizenship	ID/Passport No.
Marital Status: (Tick <input checked="" type="checkbox"/> )	Married:	Single:
Sponsor/Employer/Guardian's Name:		
Postal Address:	Town:	Postal Code:
Tel. No:	Home (Landline):	E-mail:
	Mobile:	
Spouse's Name:		
Sponsor's Name:		
Postal Address:	Town:	Postal Code:
Tel. No. Home (Landline):	Mobile:	E-mail:

### COURSE DETAILS

- Please indicate which programme you are applying for. (Please Tick )
- Master of Arts in Religion
- Master Of Business Administration
- Others \_\_\_\_\_

**TYPE OF ADMISSION SOUGHT** (*Please Tick ✓*)

Admission Status		Accommodation		Venue/Campus	
Full-Time Student		Boarder		Main Campus –Ongata Rongai	
Part-Time Student		Day-Scholar		Town Campus (Evening only)	

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**ACADEMIC HISTORY**

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**Universities and colleges attended** (*Attach certified copies of Results/Certificates*)

Name of School/College/University	Dates attended (eg 1995 –1999)	Grade attained	Date of Graduation

**Qualifications pending**

Name of School/College/University	Dates attended (eg 1995 –1999)	Grade attained to present	Expected completion date

List extra-curricula activities you have participated in (sports, music clubs, community services etc.)

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Attach your curriculum vitae if more appropriate and applicable.

Have you been a graduate student in a University before? Yes/No \_\_\_\_\_. If yes give the name of the University and reasons for leaving. <sup>1</sup>

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<sup>1</sup> Transfer of credits should be requested at time of applying. Any educational certificates not indicated above and not enclosed will not be considered for any purpose.

**English Language Proficiency**

Have you been educated in Kenya or any other English Speaking country? **Yes/No**

If **No** please complete the section below. I took/will be taking an English language test on (date).

Date of Test	Type of Test Taken	Test Score

**REFERENCE INFORMATION**

Give details of the people you are asking to send in reference forms. These should be your Religious Leader, Your former Teacher, or Employer and someone who knows you very well personally (NOT a relative)			
1.	Religious Leader's Name:		
	Address:	Town	Postal Code
	Telephone No.:		
2.	Lecturer/Employer's Name:		
	Address:	Town	Postal Code
	Telephone No.:		
3.	Lecturer's Name:		
	Address:	Town	Postal Code
	Telephone No.:		

**How did you get to know about ANU? (Please Tick ✓)**

- Advertisement in \_\_\_\_\_  
(Please name newspaper/journal)
- Recommendation from Student
- Recommendation from friend
- Exhibition (Please specify): Place: \_\_\_\_\_ Date: \_\_\_\_\_
- Other (Please specify): \_\_\_\_\_

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**FINANCIAL DATA**

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**How do you plan to finance your studies at ANU? (Please Tick ✓)**

- Self       Family       Employer       Scholarship       Sponsor

**Please give details about the Scholarship/Sponsor (on the front Page)**

## SPIRITUAL LIFE, ACADEMIC INTEREST AND PURPOSE OF STUDY

<b>RELIGIOUS INFORMATION</b>	
Religious Affiliation: Christian, Hindu, Muslim etc.	Denomination: Catholic, Anglican, Nazarene etc
Home Church:	Religious Leader:
<p>ANU does not discriminate against other faiths, but it is a Christian institution sponsored by the Church of the Nazarene. Every student must agree to support and uphold the moral and ethical standards at ANU as stated in the ANU Students' Code of Conduct.</p> <p><i>(See attached Code of Conduct Copy)</i></p> <p>On a separate sheet of paper write a Spiritual essay describing your spiritual life and beliefs.</p>	

## ACADEMIC INTEREST AND PURPOSE OF STUDY

On a separate sheet of paper please describe your special academic interests, your purpose and objectives in undertaking the program you specified.

## DECLARATION

Checklist: Please check and tick to ensure that you have enclosed all the relevant documents with your application before signing this form. Items in **bold** are mandatory for all applicants.

<b>Completed Application Form</b>	
<b>3 Reference forms in sealed envelopes and signed across the seal</b>	
<b>Copies of transcripts, undergraduate certificate and or other certificates or transcripts of studies</b>	
<b>Verified translated documents if in any language other than English.</b>	
<b>A copy of your current Curriculum vitae</b>	
<b>4 Passport size photographs</b>	
<b>Signed Code of Conduct</b>	
<b>Application fee (1,500ksh/ 35\$)</b>	

I, \_\_\_\_\_, hereby apply for admission at Africa Nazarene University and I confirm that the information provided above is correct to the best of my knowledge. I understand that any offer of admission may be withdrawn if I cannot provide documentary evidence of any statements on this form.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### FOR OFFICIAL USE ONLY, DO NOT WRITE ON THIS SECTION

<b>Date applied:</b>	<b>Date application form returned:</b>
<b>Date application fee paid:</b>	<b>Receipt Number:</b>
<b>All Documents Submitted: Yes _____ / No _____</b>	<b>If No, state missing Documents</b>
<b>Admission Status:</b>	<b>Comments:</b>



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## Personal Reference Form

### Applicant

Print your name and the course you applied for in the space below and give this form to the person supplying your reference. It is important to give your form to your referee immediately because processing of your application is not complete without **completed reference forms** from your referees. You should also stress the importance of getting the form in quickly from the person you are requesting to be your referee.

Applicant's Full Name: \_\_\_\_\_

Course Applied for: \_\_\_\_\_

### Referee's Use Only

The above-mentioned applicant has applied for admission to Africa Nazarene University, and has given your name to be his referee. Please indicate your opinion of the applicant's behaviour and attitudes by placing a "tick" (✓) in the appropriate box after each trait. If you have not had the opportunity to observe the applicant, please tick the "Don't Know" column. You may mail this form or give it back to the applicant. If you choose to give it back to the applicant, ensure that you **affix your signature or the institution's stamp on the sealed envelop.**

	Far Above Average	Above Average	Average	Below Average	Do Not Know
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hard Working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moral Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give any general information you may have concerning the applicants ability to undertake University Education.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you know any areas where the applicant may need special attention?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please tick the appropriate box:

I **Do**  **Do Not**  recommend the applicant for University Education

I have known the applicant as

Pastor  Teacher  Employer  Friend  for \_\_\_\_ years.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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