



Registration number allocated

Empty box for registration number

kasneb

APPLICATION FOR REGISTRATION FORM

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 [] CAMS []

(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 [] [] [] Day Month Year

(d) Gender [M] [F]

(e) Contacts: Email [] Cellphone []

C/o [] P.O. Box [] Code []

Town/City [] Country [] Home County []

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

3. Highest level of education (Secondary/Diploma/Degree/Masters/Phd/Professional)

(Attach certified copies of certificates including for secondary 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 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 in the space provided below:

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 []

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:
 - Principals/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 County Government, or a Senior Officer in a State Corporation or organisation.
 - 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 only **kasneb** accredited institutions or institutions in the process of accreditation. 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
CAMS	-	Certificate in Accounting and Management Skills

9. Registration cut-off dates

May examinations	31 March
November examinations	30 September

10. Registration fees

	Kenya shillings	US dollars
	Ksh.	US\$
(a) CAMS examinations	3,500	58
(b) Diploma and Professional examinations	5,000	83
(c) FAQ and FSQ examinations	40,000	668