

APPLICATION/ REGISTRATION FORM

1) PERSONAL DETAILS

Title (Mr. /Ms.):	Surname:	Affix a recent photograph here
Other Names:	Gender:	
Contact Address:	Town/City:	
Place of Residence:		
Mobile No.:	Email:	
Date of birth:/...../.....	Nationality:	
ID/Passport No:		

2) EDUCATION BACKGROUND

INSTITUTIONS ATTENDED	DATES		QUALIFICATION
	From (Year)	To (Year)	

Note: You are required to attach:

- Copies of the relevant certificates/result slips
- A copy of your ID/Passport/Birth certificate
- 2 Passport size photos

3) PROGRAMME OF INTEREST (tick as appropriate)

Diploma Courses

- Film & TV Production
- Music Production
- Sound Engineering
- Journalism & Multimedia
- Mobile App & Game Development
- Graphic Design
- Animation & Motion Graphics

Certificate Courses

- Multimedia
- Photography
- Video Production

Professional Certificate Courses

- Digital Marketing Level 1
- Digital Marketing Level 2
- Digital Marketing Level 3
- Graphic Design Level 1
- Graphic Design Level 2
- Graphic Design Level 3

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4) ADMISSION CRITERIA

- **Diploma applicant:** KCSE grade of C- and above with a C- and above in Kiswahili and/or English
- **Certificate applicant:** KCSE grade of D+ and above with a D+ and above in Kiswahili and/or English
- **NB:** As part of your application, in one page tell us why you are interested in pursuing the course you have chosen above.

5) PARENT/GUARDIAN DETAILS

Name:

Address:

Telephone:

Email:

6) FEES & OTHER PAYMENTS

M-Visa ID 466138909

M-pesa Paybill: 836036

Account Number: Full name, Application fee, e.g. David Rudisha, 2,000

To pay through the bank

Account Name: Africa Digital Media Institute

Bank: NIC

Branch: Harambee Avenue

Account Number: 1001137607

Bank Branch Code: 110

Swift Code: NINCKENA

Account Name: Africa Digital Media Institute

Bank: Jamii Bora Bank

Branch: Kiongozi Branch, Koinange Street

Account Number: 1001801622002

Bank Branch Code: 01

Swift Code: CIFIKENA

Please print your full name, programme name and part-time/full time/certificate status on the back of the bank deposit slip. Upon payment of the application fees, please collect a receipt from ADMI.

Note:

1. All application forms must be accompanied by a non-refundable fee of Ksh. 2,000.
2. All course fees must be paid in accordance with the fee schedule provided from time to time.
3. A Kshs.2, 000 service fee will be charged on all returned cheques.
4. Students will be charged for any damages caused to equipment by their negligence.
5. Certificates will only be awarded after the fulfillment of all the course and fees requirements.
6. No cash payment will be accepted at ADMI

7) ADMI POLICIES AND DECLARATIONS

- a) The language of instruction is English. Candidates whose first language is not English or did not go through an education system with English as the language of instruction will be required to demonstrate adequate English language proficiency.
- b) Once you are accepted at ADMI, your place will only be confirmed after you pay the required insurance and a minimum of 50% of the term fees.
- c) All classes have limited capacity, therefore, accepted students are encouraged to register as early as possible to secure a place in their desired programmes.
- d) All payments are non-refundable and non-transferable to other programmes. ADMI will only refund students if a programme is canceled, and students and sponsors will be notified of any cancellations.
- e) Classes can be scheduled on Monday to Friday from 8:30am to 8:30pm as well as on Saturdays from 8:30am to 4:00pm. It is the student's responsibility to attend all classes.

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8) SPONSOR DETAILS (If deferent from parent or self)

Name:

Address:

Telephone:

Email:

FINANCIAL DECLARATION

I verify that the information in this application is accurate and I take responsibility for ensuring that the applicable fees will be paid to ADMI within the deadlines given by the school.

Signed by the person responsible for paying fees..... Date.....

9) EMERGENCY

In case of emergency, who should be contacted?

Name:Tel:Relationship:

10) DECLARATION

I, declare that the information given in this application form is correct. I further certify that I have read, understood and agreed to comply with the terms and conditions of admission stipulated herein.

Sign: Date:

11) HOW DID YOU HEAR ABOUT ADMI

a) ADMI Alumnus. Please provide the name of the alumnus

b) ADMI Student. Please provide the name of the student

c) ADMI staff. Please provide the name of the staff

Friends Google Poster Press Radio

School Event Career Expo ADMI Website TV

Social Media

Facebook Instagram LinkedIn Twitter YouTube

Other (*specify*)

FOR OFFICIAL USE ONLY

Date Received	Qualified	Selected	Admission No.	Batch No.	Roll No.

STUDENT REGISTRATION NUMBER:

Sign: Date:

Registrar