

# ADVENTIST UNIVERSITY OF AFRICA

## Online student Application Manual

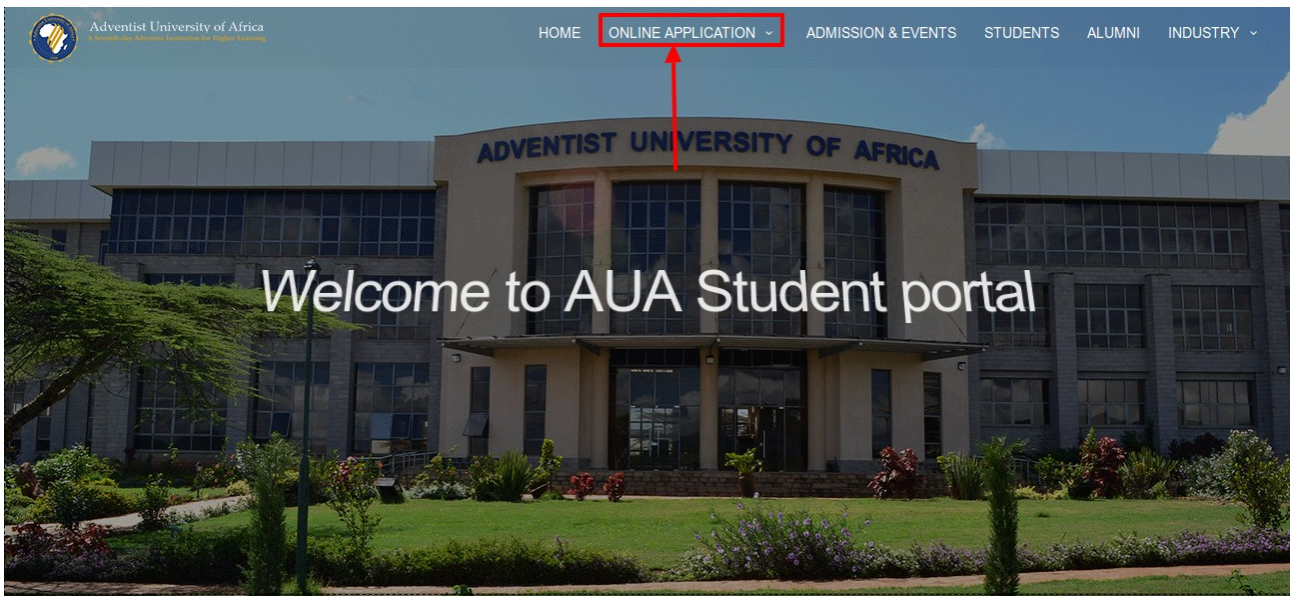
Ensure you meet the admission requirements before applying.

- In case you do not finish your application you can always save and come back later to continue.
- Ensure you up load all the necessary documents.
- Ensure you indicate your correct names as expected.
- Give your correct email address and mobile number, and also correct details of the referees.

You will be allowed to submit your application once you have completed the application and uploaded the necessary documents in order as expected. Once your application is sent you will not be able to edit.

### A GUIDE FOR APPLICATION.

**STEP 1:** Access from your computer the web page, <http://academics.aua.ac.ke>



Click on application. It will scroll down to where the applications are made.

### **STEP 2:** Profile registration

If you are a new applicant create a new application. If you have an existing account go ahead and log in.

Read the instructions clearly at the right corner of the application.

All field marked with **\*are compulsory**. Remember to write your names as they should appear.



## Make application

Online Application

[Click Here To Get The Application Guide](#)

For Existing Users with account [Click Here](#) **LOGIN HERE IF YOU HAVE AN ACCOUNT**

Fist Name *	Middle Name
<input type="text" value="First Name"/>	<input type="text" value="Middle name"/>
Surname *	Phone number *
<input type="text" value="Surname"/>	<input type="text" value="Phone number"/>
Email *	Confirm Email *
<input type="text" value="Enter Email"/>	<input type="text" value="Enter Email"/>

[Create Login](#) **CREATE A NEW ACCOUNT IF YOU ARE A NEW APPLICANT**

### Instructions

Welcome to the Admissions page. Please follow the instructions carefully. Go to [Admissions](#) to start the application process.

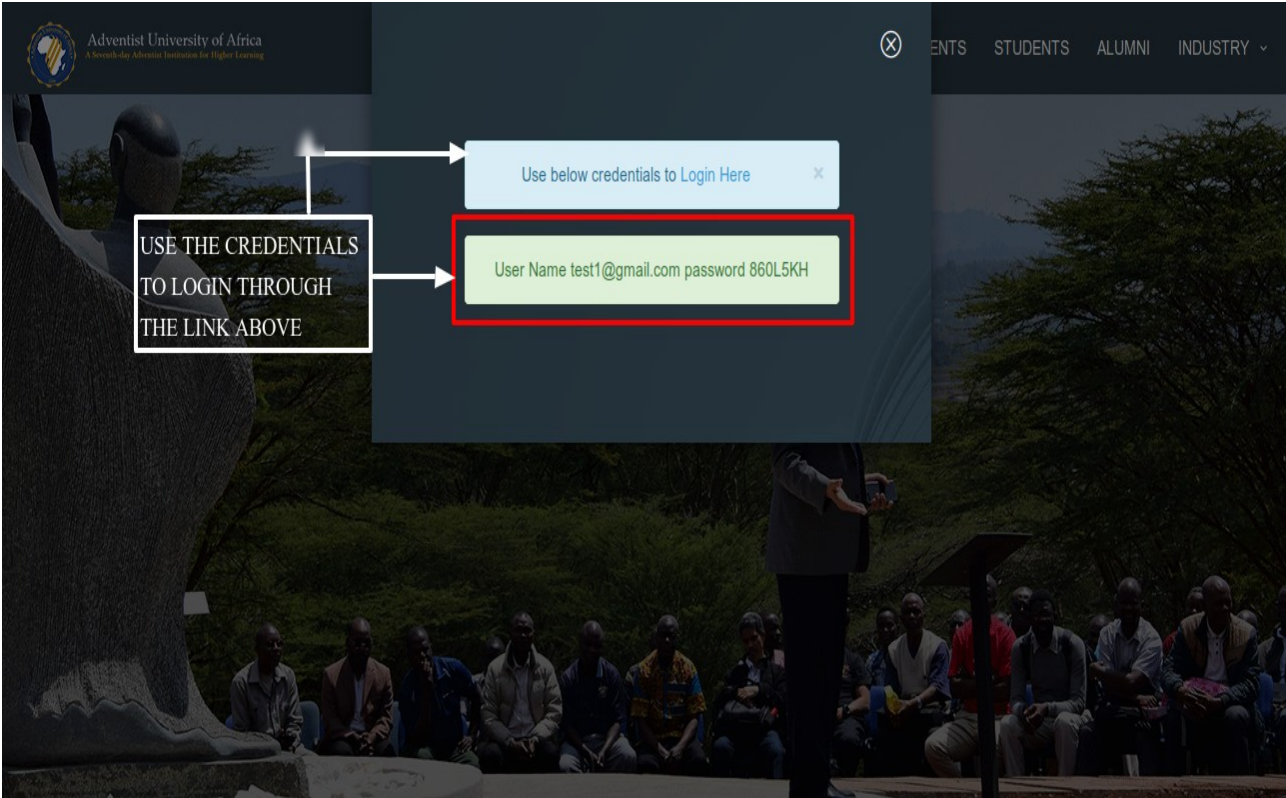
### Steps

Create new applicant account  
Enter your name and email address (a password will be displayed on the page and also sent to your email). This password will be required to access your application if you choose to complete it at another time. Make sure you copy your APPLICATION ID displayed at the top of the Admission Form.

Complete all information, select exam date and venue, and upload your picture.

For further assistance you can email : [admissions@aua.ac.ke](mailto:admissions@aua.ac.ke), [registrar@aua.ac.ke](mailto:registrar@aua.ac.ke) or call +254 721

After creating an account watch out for your account username and password. This will allow you to login so as to manage your profile. Remember to click on create login otherwise the username and password will not be displayed. To login so as to manage your profile you have two options you can either click on use the **Login Here** or click on **Admissions**.



### STEP 3: Profile management

You will be required to complete your application as to apply for a program. These include your Personal details, Contact information, Education background, Work experience and Referees. You will also be required to upload scanned copies of your certificates, transcripts degrees according to the level of study and a passport photo.

If you do not manage to complete your profile in one session you can always save and come back to complete it at a later time.

#### Section A, step 1 of 6

The screenshot displays the user interface for profile management. At the top left is the Adventist University of Africa logo and tagline. The top right shows the user's name 'MM M Evin' and a profile icon. A navigation bar contains five sections: SECTION A (highlighted with a red arrow), SECTION B, SECTION C, SECTION D, and SECTION E. A dropdown menu is open, showing 'My Tasks', 'Change Password', and 'Log Out'. The main content area is titled 'Your Account Details' and contains an important message: 'Important! You need to change your password before proceeding. Click Here to change.' Below this are five input fields: Surname (MM), Firstname (Evin), Middle Name (M), Email (evin@gmail.com), and Telephone Number (0723263784). The 'Payment' section follows, with a note: 'You cannot proceed until payment is concluded. Select one of the applicable ways to complete your payment.' Three radio button options are listed: 'Online Payment for Self Sponsored students', 'For sponsored students Upload Sponsorship letter', and 'Already Paid? Upload Bank Slips'. The footer contains the copyright notice: '2017 © Open Baraza. Dew CIs Solutions Ltd. All Rights Reserved'.

You will be required to either upload a payment slip, sponsorship letter or bank slip as evidence that the required payment has been done. Then await for financial approval. Once it is approved proceed to the next section.

Payment details are as bellow after payment upload the bank slip as proof of payment. For sponsored students upload the sponsorship letter.



## Payment Details

Use any of the following bank account information for payment.

### PRIME BANK USD ACCOUNT

PRIME BANK USD A/C  
A/C Name: GENERAL CONFERENCE OF  
SDA - AUA  
A/C No: 3001041700  
A/C Branch: Riverside Drive  
Swift Code: PRIKENX.

### ECOBANK USD ACCOUNT

ECOBANK USD A/C  
Bank Code: 043  
Branch Code: 024  
A/C Name: Adventist University of Africa  
A/C No: 0241035037387601  
Bank Swift Code: ECOCKENA  
Paybill Number: 700201

### EQUITY BANK USD ACCOUNT

EQUITY BANK USD A/C  
Bank Code: 068  
Branch Code: 061  
Bank Branch: Equity Branch - Ongata Rongai  
A/C Name: GENERAL CONFERENCE OF SDA  
(AUA)  
ACC No: 0610269069037  
Swift Code: EQBLKENA

**NOTE: Without financial approval you'll not be able to move to the next section.**

## Section B, step 2 of 6



### Admission Form - Step 1 of 5

1 SECTION A   2 SECTION B   3 SECTION C   4 SECTION D   5 SECTION E   6 CONFIRM

Upload All your documents as stated below.

Profile Image *	<div>no image</div> <div>Select Profile Image</div>
Upload purpose to join AUA *	<div>Select Purpose Letter</div>
Upload Current Appointment Letter	<div>Select Appointment Letter</div> <div>NOTE! Where Applicable</div>
Upload Updated CV *	<div>Select CV</div>
Upload National Identity Card or Passport *	<div>Select ID</div>

Back Save

On this section you are required to upload the necessary supporting documents. Scan them prior so as to make it easy for upload.

Note the fields marked with \* **are compulsory**. Ensure you upload the documents in order and at the required field.

Remember to always save your work to avoid distortion.

## Section C, step 3 of 6

The screenshot shows a web interface for the Adventist University of Africa. At the top left is the university logo and tagline: "Adventist University of Africa | A Seventh-Day Adventist Institution for Higher Learning". At the top right, it says "Adventist University Of Africa | MM M Evin" next to a user profile icon. Below this is a progress bar with five steps: 1 SECTION A, 2 SECTION B, 3 SECTION C (highlighted with a red circle and arrow), 4 SECTION D, and 5 SECTION E. A dropdown menu is open over the user profile icon, containing "My Tasks", "Change Password", and "Log Out". The main content area is titled "Provide your Profile Information" and contains several form fields:

- Gender \* (dropdown menu with "Select" option)
- Marital Status \* (dropdown menu with "Select" option)
- Religious Affiliation \* (dropdown menu with "Select denomination" option)
- Date Of Birth \* (text input field with placeholder "Provide your Date Of Birth")
- Nationality \* (dropdown menu with "Select Nationality" option)
- Passport No/ ID No \* (text input field with placeholder "Provide your Passport No/ ID No")
- Physical Disability / Special needs \* (dropdown menu with "Select" option and text input field with placeholder "If so indicate the form of disability")
- Current Address \* (text input field with placeholder "Provide your Current Address")
- Permanent Address \* (text input field with placeholder "Provide your Permanent Address")

At the bottom of the form are two buttons: "Back" and "Save".

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This section contains more of personal information. Gender, marital status, date of birth, nationality, passport or ID number, current address and others. **Note:** Fields marked with \* are compulsory always remember to save your work.

## Section D, step 4 of 6

Admission Form - Step 1 of 5

1 SECTION A   2 SECTION B   3 SECTION C   **4 SECTION D**   5 SECTION E   6 CONFIRM

### Provide your Education Information

QUALIFICATIONS ( <i>Highest Degrees Earned</i> )	UNIVERSITY / COLLEGE ATTENDED	YEAR OF COMPLETION	GRADES OBTAINED
1. <input type="text"/> Provide your Degree earned *	<input type="text"/> Provide your learning institution	<input type="text"/> Provide your year of completion	<input type="text"/> Provide your grade
<input type="file"/> Select Certificate	<input type="file"/> Select Transcript		
2. <input type="text"/> Provide your Degree earned	<input type="text"/> Provide your learning institution	<input type="text"/> Provide your year of completion	<input type="text"/> Provide your grade
<input type="file"/>	<input type="file"/>		
3. <input type="text"/> Provide your Degree earned	<input type="text"/> Provide your learning institution	<input type="text"/> Provide your year of completion	<input type="text"/> Provide your grade
<input type="file"/>	<input type="file"/>		

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Degree desired:

Degree offered: \*  Select School  Accomodation - On Campus \*  Select  Sponsored? \*  Select  Select Sponsors  Enter Other Sponsors  Enter sponsors if not listed

Campus Site \*  Select Campus Site

English Proficiency:

Graduated from English-speaking College/University? \*  Select

If No, Passed an English proficiency test?  Select

Name of Test

Upload Certificate   
Select English Transcript

Score

Date

This step requires one to give educational background information. Upload transcript and degrees according to level of study. Also one is able to select the desired degree, which campus one will be and were one will reside.

NOTE: If you do not come from an English speaking country you need to give English proficiency test score and add an attachment on the same.



## Section E. Step 5 of 6



Admission Form - Step 1 of 5

1 SECTION A 2 SECTION B 3 SECTION C 4 SECTION D 5 SECTION E 6 CONFIRM

Provide your Working Information

OCCUPATION	EMPLOYER	WORK STATION	DURATION
<i>Current Position held</i>			
1. <input type="text"/> Provide your occupation	<input type="text"/> Provide your employer	<input type="text"/> Provide your work station	<input type="text"/> Provide your duration
<i>Previous position held</i>			
1. <input type="text"/> Provide your occupation	<input type="text"/> Provide your employer	<input type="text"/> Provide your work station	<input type="text"/> Provide your duration
3. <input type="text"/> Provide your occupation	<input type="text"/> Provide your employer	<input type="text"/> Provide your work station	<input type="text"/> Provide your duration

Total Number of years worked  
  
Provide your worked years

**Names and Addresses of three referees**

1. Name * <input type="text"/> Provide your referee name	2. Name * <input type="text"/> Provide your referee name	3. Name * <input type="text"/> Provide your referee name
Address * <input type="text"/> Provide your referee address	Address * <input type="text"/> Provide your referee address	Address * <input type="text"/> Provide your referee address
Attach letter * <input type="file"/> Recommendation Select Referee letter	Attach letter * <input type="file"/> Recommendation Select Referee letter	Attach letter * <input type="file"/> Recommendation Select Referee letter

Back Save

This section is for working information. Indicate from the current to the previous work one has done before. Also indicate the referees, make sure to input persons that know and have worked with you because they will be contacted. Clearly indicate their names and give correct address. You also require recommendation letters from them as support of them knowing you. Remember to save the information.



Section F, step 6 of 6: This is the final step cross check that all information you've given are correct

Admission Form - Step 1 of 5

1

 SECTION A
 

2

 SECTION B
 

3

 SECTION C
 

4

 SECTION D
 

5

 SECTION E
 

6

 CONFIRM

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### Confirm your details

Section A

Surname:

Firstname:

Middle Name:

Telephone No:

Mobile No:

Email:

Section B

COMPULSORY UPLOADS

Profile Image

National Identity Card or Passport

2nd Referee Letter

1st College Certificate

OPTIONAL UPLOADS

2nd College Certificate

3rd College Certificate

English Transcript

Current Appointment Letter

1st Referee Letter

3rd Referee Letter

1st College Transcript

2nd College Transcript

3rd College Transcript

Section C

Date Of Birth:

Nationality:

Marital Status:

Religious Affiliation:

Passport No/ ID No:

Gender:

Physical Disability:

Current Address:

Permanent Address:

Section D

QUALIFICATIONS	UNIVERSITY / COLLEGE ATTENDED	GRADES OBTAINED	YEAR OF COMPLETION
1.			
2.			
3.			

Degree offered:

Accommodation - On Campus:

Sponsors:

Campus Site:

Graduated from English-speaking College/University?

If No, Passed an English proficiency test?

Name of Test

Score

Date

Section E

OCCUPATION <i>Current Position held</i>	EMPLOYER	WORK STATION	DURATION
1.			

*Previous Position held*

1.			
2.			
2.			

Total Number of years worked

REFEREES

1. Name	2. Name	3. Name
Address	Address	Address

DECLARATION BY THE APPLICANT

I hereby declare that to the best of my knowledge that the information I have provided above is correct. \*

⏪ Back
Save ⏩

After that agree to the terms and conditions then submit your application for admission. Wait for email of confirmation from admissions office.