

ADVENTIST UNIVERSITY OF AFRICA

Online student Application Manual

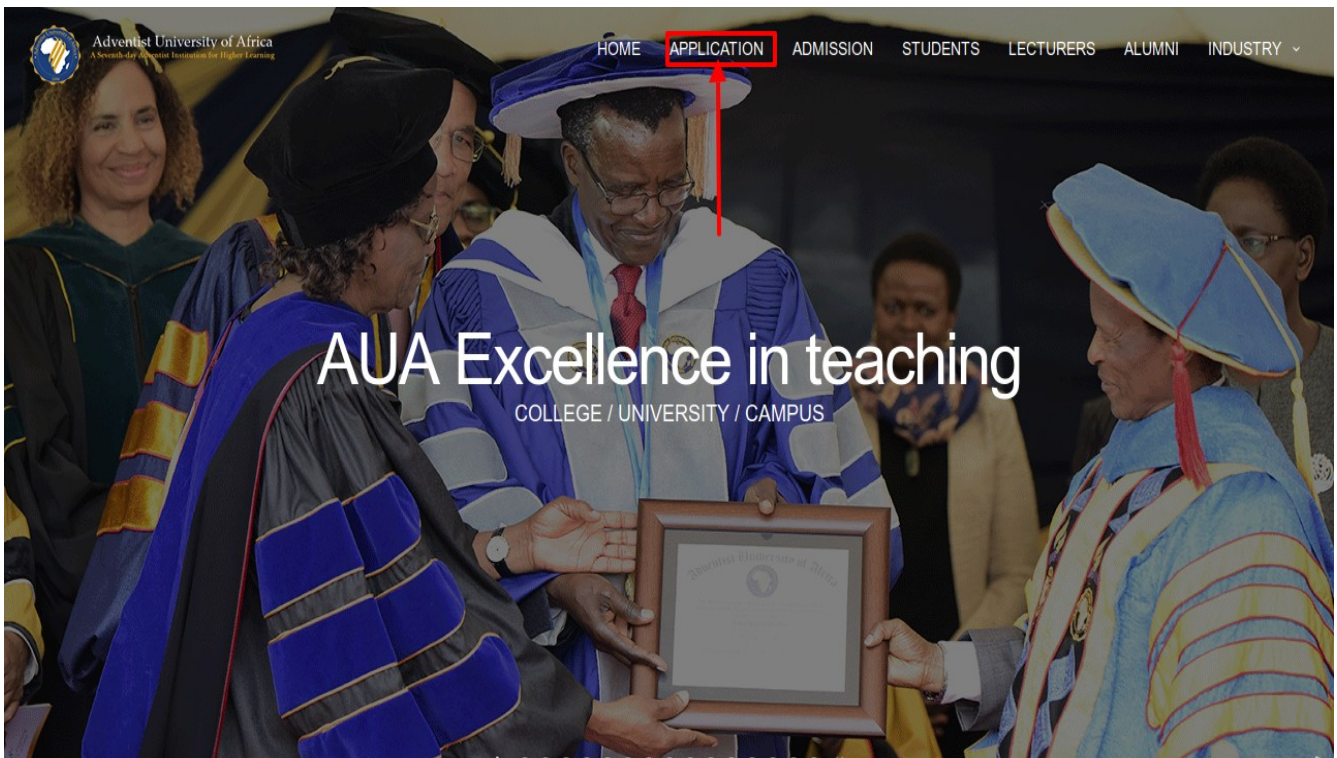
Ensure you meet the admission requirements before applying.

- In case you do not finish your application you can always save and come back later to continue.
- Ensure you upload 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.



Adventist University of Africa
A Seventh-day Adventist Institution for Higher Learning

HOME
APPLICATION
ADMISSION
STUDENTS
LECTURERS
ALUMNI
INDUSTRY



Make application

Online Application

For Existing Users [Login Here](#)

First Name *

Middle Name

Surname *

Phone number *

Email *

Confirm Email *

Create Login

LOGIN HERE IF YOU HAVE AN ACCOUNT

CREATE A NEW ACCOUNT IF YOU ARE A NEW APPLICAT

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 \[at\] aua.ac.ke](mailto:admissions[at]aua.ac.ke) or call +254 721 423592, +254 731 793934

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**.



Adventist University of Africa
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HOME
APPLICATION
Admission
STUDENTS
LECTURERS
ALUMNI
INDUSTRY



Make application

Online Application

For Existing Users [Login Here](#)

First Name *

Middle Name

Surname *

Phone number *

Email *

Confirm Email *

Create Login

USE THE CREDENTIALS TO LOGIN

User Name evin@gmail.com password 604P308XM

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 \[at\] aua.ac.ke](mailto:admissions[at]aua.ac.ke) or call +254 721 423592, +254 731 793934

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 of the Adventist University of Africa portal. At the top, the university's logo and name are visible on the left, and the user's name 'MM M Evin' is on the right. 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 for the user profile shows options: 'My Tasks', 'Change Password', and 'Log Out'. The main content area is titled 'Your Account Details' and includes an important message: 'Important! You need to change your password before proceeding. Click [Here](#) to change.' Below this, there are input fields for personal information: Surname (MM), Firstname (Evin), Middle Name (M), Email (evin@gmail.com), and Telephone Number (0723263784). Each field has a placeholder text indicating what to provide. The 'Payment' section follows, with a message: 'You cannot proceed until payment is concluded. Select one of the applicable ways to complete your payment.' It lists three options with radio buttons: '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'.

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A Seventh Day Adventist Institution for Higher Learning

Adventist University Of Africa | MM M Evin

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

Your Account Details

Important! You need to change your password before proceeding. Click [Here](#) to change.

Surname * MM Provide your Surname

Firstname * Evin Provide your First Name

Middle Name * M Provide your Middle Name

Email * evin@gmail.com Provide your email address

Telephone Number 0723263784 Provide your telephone number

Payment

You cannot proceed until payment is concluded. Select one of the applicable ways to complete your payment.

☐ Online Payment for Self Sponsored students

☐ For sponsored students Upload Sponsorship letter

☐ Already Paid? Upload Bank Slips

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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.

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><div></div></div> <div>Select Purpose Letter</div>

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Upload Current Appointment Letter	<div><div></div></div> <div>Select Appointment Letter</div> <div>NOTE! Where Applicable</div>
Upload Updated CV *	<div><div></div></div> <div>Select CV</div>
Upload National Identity Card or Passport *	<div><div></div></div> <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

Adventist University of Africa
A Seventh-day Adventist Institution for Higher Learning

Adventist University Of Africa | MM M Evin

1 SECTION A

2 SECTION B

3 SECTION C

4 SECTION D

5 SECTION E

My Tasks

Change Password

Log Out

Provide your Profile Information

Gender *	<input type="text" value="Select"/>	Marital Status *	<input type="text" value="Select"/>	Religious Affiliation *	<input type="text" value="Select denomination"/>
Date Of Birth *	<input type="text"/>	Nationality *	<input type="text" value="Select Nationality"/>	Passport No/ ID No *	<input type="text"/>
Provide your Date Of Birth		Provide your Nationality		Provide your Passport No/ ID No	
Physical Disability / Special needs *	<input type="text" value="Select"/>	Current Address *	<input type="text"/>	Permanent Address *	<input type="text"/>
If so indicate the form of disability		Provide your Current Address		Provide your Permanent Address	

Back

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

1.


QUALIFICATIONS (*Highest Degrees Earned*)

Provide your Degree earned *

 Select Certificate

UNIVERSITY / COLLEGE ATTENDED

Provide your learning institution

 Select Transcript

YEAR OF COMPLETION


Provide your year of completion

GRADES OBTAINED


Provide your grade

2.

Provide your Degree earned

 Select Certificate

Provide your learning institution


 Select Transcript

Provide your year of completion


Provide your grade

3.

Provide your Degree earned

 Select Certificate

Provide your learning institution

 Select Transcript

Provide your year of completion

Provide your grade

Degree desired:

Degree offered: *

Select School

Accommodation - 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

Back

Save

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

Current Position held

1.

Provide your occupation

Provide your employer

Provide your work station

Provide your duration

Previous position held

1.

Provide your occupation

Provide your employer

Provide your work station

Provide your duration

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Provide your occupation

Provide your employer

Provide your work station

Provide your duration

3.

Provide your occupation

Provide your employer

Provide your work station

Provide your duration

Total Number of years worked

Provide your worked years

Names and Addresses of three referees

1. Name *

Provide your referee name

2. Name *

Provide your referee name

3. Name *

Provide your referee name

Address *

Provide your referee address

Address *

Provide your referee address

Address *

Provide your referee address

Attach letter *

Recommendation

Select Referee letter

Attach letter *

Recommendation

Select Referee letter

Attach letter *

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

Adventist University of Africa
Advancing the Adventist Mission for Higher Learning

Adventist University Of Africa | MM M Evlin

Admission Form - Step 1 of 5

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

Confirm your details

Section A

Surname:
Firstname:
Middle Name:
Telephone No:
Mobile No:
Email:

Section B

COMPULSORY UPLOADS
Profile Image
Current Appointment Letter
National Identity Card or Passport
1st Referee Letter
2nd Referee Letter
3rd Referee Letter
1st College Certificate
1st College Transcript
OPTIONAL UPLOADS
2nd College Certificate
2nd College Transcript
3rd College Certificate
3rd College Transcript
English 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 <small>Current Position held</small>	EMPLOYER	WORK STATION	DURATION
1.			

Previous Position held
1.
2.
3.
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.