



OFFICE OF THE CAMPUS REGISTRAR

**REGISTRATION FORM**

ACADEMIC YEAR 2019/2020

PHOTO  
3 x 4 cm

STUDENT NUMBER

.....

**1. BIOGRAPHICAL DETAILS**

SURNAME (Family Name)							
FIRST NAMES (Religious or similar)							
FATHER'S NAMES							
MOTHER'S NAMES							
GENDER		Male	<input type="radio"/>	Female	<input type="radio"/>	NATIONAL ID No :	
						PASSPORT No :	
BIRTH DATE		PLACE OF BIRTH					
DAY	MONTH	YEAR	UMUDUGUDU (Village)	CELL	SECTOR	DISTRICT	COUNTRY

**2. MARTAL STATUS**

Single	Married	Widow (er)	Divorced	NAME OF SPOUSE (if any)	STUDENT CITIZENSHIP	NATIONALITY
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

**3. FINANCIAL INFORMATION**

SPONSORSHIP STATUS	Sponsored by the Government of Rwanda through HEC	Self-sponsored	Other Private Body or another Government institution which is not HEC
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> (Specify)..... .....

**4. CONTACT ADDRESS AND COMMUNICATION**

STUDENT POSTAL ADDRESS (if any)	STUDENT CELL OR MOBILE PHONE	E-MAIL (put your personal email you usually use)	PARENTS/GUARDIAN CELL OR MOBILE PHONE (NEXT OF KEEN)	SPONSOR CELL OR MOBILE PHONE AND POSTAL ADDRESS



OFFICE OF THE CAMPUS REGISTRAR

5. PREVIOUS SCHOOLS/LEARNING INSTITUTIONS YOU ATTENDED/ACADEMIC RECORDS

No	NAME OF THE INSTITUTION/SCHOOL	COUNTRY AND DISTRICT	Grade/Year or Levels (e.g 1st, Year...)	FROM (YYYY)	TO (YYYY)	AWARDED DOCUMENT/DEGREE (if there is no award, put a hyphen; if you repeated the year, write "repeat")
1						
2						
3						
4						
5						
6						

6. LEAVING SECONDARY SCHOOL INFORMATION (MATRIC SUBJECTS)

SCHOOL NAME	COMBINATION	MATRIC DATE /SCHOOL YEAR						LEAVING CERTIFICATE	MARKS OBTAINED
		Y	Y	Y	Y	M	M		

7. LIST OF DOCUMENTS OR REQUIREMENTS TO PROVIDE

NO	NAME OR TYPE OF THE REQUIREMENT	TICK IF PROVIDED
1	A copy of the acceptance Letter	
2	A certified copy of an Advanced Level Certificate of Secondary Education or a Certificate of Equivalence provided by the relevant agency	
3	One copy of a National Identity Card or passport	
4	Two recent passport size colour photographs	
5	A proof of payment of a registration fee	

8. APPLICANT'S COMMITMENT AND OFFICIAL DECISION

APPLICANT/STUDENT	OFFICIAL USE ONLY
I certify that the above supplied information is on record	Admitted in (Qualification) .....
Signature : .....	Signature : .....
Names:.....	Full Name of the Officer: .....
Date (DD/MM/YYYY) : .....	Date (DD/MM/YYYY) : .....