

MUT/F/SWD/004



MURANG'A UNIVERSITY OF TECHNOLOGY

P.O. BOX 75-10200 MURANG'A, KENYA TELEPHONE 0771463515 / 0771370824

OFFICE OF THE DEAN OF STUDENTS

INSTRUCTIONS

WORK STUDY APPLICATION FORM

All students wishing to be considered for Work study **MUST** fulfill the following conditions:

1. Submit a duly filled Work study Application forms within the set timelines
2. Be enrolled into a full time Certificate, Diploma and Bachelors' degree programme at Murang'a University of Technology during any semester in which assistance is received.
3. Demonstrate a genuine need of financial assistance
4. Have a record of sustained high academic achievement
5. Be a Kenyan citizen
6. Not have been found guilty of a disciplinary offence within the last one year
7. Provide written statements from **two (2)** referees who know their financial situation well. One of the **referees should be a member of the Provincial Administration** e.g., a local Chief, the other one a **Priest** or **Kadhi** and/or a **lawyer**. The statements should be signed, stamped and submitted clearly indicating the name of the applicant.

Important Note

Any student or person filling this Application form and knowingly gives false or misleading information whether in writing or by attaching herein a false document(s) shall lead to automatic disqualification and may be subjected to disciplinary action as per the rules and regulations guiding student conduct.



MUT IS ISO 9001:2015 CERTIFIED

PART A: STUDENT DETAILS

- i) Name: _____
 Last First Middle
- ii) Registration No.: _____
- iii) Gender: Male Female
- iv) Date of birth: _____
- v) ID Number: _____ (Attach copy)
- vi) Programme of study: _____
- vii) Sponsorship: *Government Sponsored* *Self-sponsored*
- viii) Current mailing address: _____
- ix) Mobile No.: _____ Alternate Mobile No.: _____
- x) Disabilities: Physically challenged Visually challenged
 Other (specify) _____
- xi) **Mean grade** achieved in the preceding academic year or **KSCE Mean grade** and points in case one is a first year: _____
- xii) Co-curricular activity(i.e.) in the University

PART B: PARENTS DETAILS

Family category (tick the category that describes your family)

Orphaned single parent/guardian/sponsor more than one parent /guardian

1. FATHER	2. MOTHER
a) Father Alive <input type="checkbox"/> Deceased <input type="checkbox"/>	a) Mother Alive <input type="checkbox"/> Deceased <input type="checkbox"/>
b) If deceased, provide the date of death; (Attach death certificate if available)	b) If deceased, provide the date of death;____ (Attach death certificate if available)
c) If alive give his age;_____	c) If alive give her age;_____
d) Name:_____ID/No._____	d) Name:_____ID/No._____
e) Occupation:_____	e) Occupation;_____
f) Name and address of employer (s) _____	f) Name and address of employer(s) _____



g) If retired give name (s) and address of last employer (s); _____	g) If retired give name (s) and address of last employer(s); _____
Year of retirement: _____	Year of retirement: _____

PART C: GUARDIAN/SPONSOR DETAILS

a) Name: _____	b) Mobile No.: _____
c) ID/No.: _____	d) Occupation: _____
e) Name and address of employer: _____	

PART D: FINANCIAL INFORMATION

NOTE: Due to the large number of students interested in financial assistance at the University, consideration will only be limited to students that demonstrate genuine financial difficulties and will be subject to the availability of funds.

a) Gross family income in the last 12 months

ITEM	FATHER	MOTHER	GUARDIAN/ SPONSOR	SELF	TOTAL (KSHS)
Gross income from employment (Salary or Pension)					
Income from Business e.g., Shop, Hotel, Matatu, etc.					
Income from farming e.g., Crops, Livestock, Fishing, etc.					
Income from other sources e.g., Shares, Dividends, Interest					
TOTAL					



b) Other sources of income in the last 12months

ITEM	TOTAL (KSHS)
HELB	
County	
CDF	
Fund Raising	
Donations	
Any other (<i>State Name</i>)	
GRAND TOTAL	

c) Fee payment at MUT

- (i) Current payable fees/semester: Kshs _____
- (ii) Current average expenditure/semester: Kshs _____
- (iii) Current fee balance: Kshs _____

d) Applicant's Siblings in Educational Institutions (Please attach documentary evidence)

CHILD'S NAME	INSTITUTION NAME	YEAR OF STUDY	COST OF EDUCATION (for the last one year)
1.			
2.			
3.			
4.			
5.			
6.			
TOTAL			

Number and age(s) of siblings not in school _____



PART E: ELIGIBILITY FOR WORK STUDY

Please explain why you consider yourself eligible for MUT work study and why you should be considered for an award:

PART F: REFEREE STATEMENTS:

Please provide the names and contact details of **two (2)** referees who know you well and can provide an honest and comprehensive reference regarding your financial situation. **One of the referees should be a member of the provincial administration e.g., a chief, the other one a priest or Kadhi and/or a lawyer.** It is your responsibility to ask them to forward their support and comments to the Students' Welfare Committee through the Office of the Dean of Students before you submit this form.

Referee details (*Name, Phone, E-mail address*):

1. _____

2. _____

PART G: DECLARATION

I _____ hereby apply for work study for the _____ Academic Year. The above information is complete and accurate to the best of my knowledge. I am aware my eligibility for the work study may be withdrawn based on any changes to my enrolment status, academic standing or found to have committed a disciplinary offense.

Applicant's Signature _____ Date: _____



OFFICIAL USE ONLY

Receiving Officer: _____

Date and Stamp: _____

Recommendation work study of the Committee

a) Recommended for Work study: _____

b) Not Recommended Work study _____

Work study Amount awarded (where applicable) (Kshs) _____

Signature: _____ Date and stamp: _____

Chairman Students Work Study Committee

*This form should be forwarded to: The Dean of Students, Murang'a University of Technology.
P.O. Box 75-10200 Murang'a, Kenya. Telephone No. 0771-463-515 / 0771-370-824*

