



# Office of the Registrar

Kibur College  
Office of the Registrar

Tel 0113854042/ 0904848586

P.O.Box: 26761

E-mail: [registrar@kibur.edu.et](mailto:registrar@kibur.edu.et)

Website: [kibur.edu.et](http://kibur.edu.et)

Addis Ababa, Ethiopia

## 2022 APPLICATION FOR ADMISSION

### DEGREE PROGRAM

Attach 4 recent  
4\*3 sizes  
Photograph  
showing your full  
face

**ID No.:**

Dear Applicant,

Thank you for your interest in Kibur College (KC). By completing this application, you are taking the first step in a process that will allow us to learn more about you, your achievements, and your future goals. We are excited that you have chosen to apply to KC, and wish you continued success as you pursue your dreams.

### APPLICATION INSTRUCTIONS

**Applicants must complete and submit the following components. We cannot evaluate or approve applications that are incomplete.**

- I. This application form (required)
- II. Grade 9- Grade 12 transcript (required)
- III. National exam result(s) with pass point. (required)

Fill in the space(s) or make a tick (✓), mark in the appropriate box(es) and return it to the office of the registrar with all the necessary documents.

### CLASSIFICATION OF ADMISSION

I am applying admission for: ☐ Regular Program ☐ Extension Program

### PART I. PERSONAL INFORMATION

1.1. Full Name \_\_\_\_\_

*In English (in block letters) including your grandfather's name)*

1.2. ሙሉ ስም \_\_\_\_\_

*ሙሉ ስም በአማርኛ ከነኢያት*

1.3. Nationality \_\_\_\_\_

1.4. Sex ☐ Male ☐ Female

1.5. Place of Birth \_\_\_\_\_

1.6. Date of Birth (E.C) Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

1.7. Date of Birth (G.C) Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

1.8. Current Residential Address: S/City \_\_\_\_\_ Woreda /Kebele \_\_\_\_\_ House no. \_\_\_\_\_

Tel. Residence \_\_\_\_\_ Tel Office \_\_\_\_\_

E-mail \_\_\_\_\_

1.9. Marital Status ☐ Single ☐ Married ☐ Divorce ☐ Windowed

1.10. Do you have any kind of health problem? No ☐ Yes ☐

1.10.1. If Yes, explain \_\_\_\_\_

1.11. Person to be contacted in case of emergency:

Full Name (in block letter) \_\_\_\_\_

Relationship \_\_\_\_\_

Address: Sub City \_\_\_\_\_ Woreda \_\_\_\_\_ House No. \_\_\_\_\_ Tel. \_\_\_\_\_

No.: Residence \_\_\_\_\_ Office \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

## **PART II. FAMILY BACKGROUND**

1.12. Father's Full Name (in block letter) \_\_\_\_\_

1.13. Occupation \_\_\_\_\_

1.14. Address: Region \_\_\_\_\_ Zone /Kifleketema/ \_\_\_\_\_ Woreda/Kebele/ \_\_\_\_\_

Town \_\_\_\_\_ House No. \_\_\_\_\_ Tel. No.: Residence \_\_\_\_\_

Office \_\_\_\_\_ Mobile \_\_\_\_\_

1.15. Mother's Full Name (in block letter) \_\_\_\_\_

1.16. Occupation \_\_\_\_\_

1.17. Address: Region \_\_\_\_\_ Zone /Kifleketema/ \_\_\_\_\_

Woreda/Kebele/ \_\_\_\_\_ Town \_\_\_\_\_ House No. \_\_\_\_\_

Tel. No.: Residence \_\_\_\_\_ Office \_\_\_\_\_ Mobile \_\_\_\_\_

## **PART III. EDUCATIONAL INFORMATION**

| Grade                            | School Name                     | Town  | Year (E.C) | Last Grade Completed |
|----------------------------------|---------------------------------|-------|------------|----------------------|
| 9                                | _____                           | _____ | _____      | _____                |
| 10                               | _____                           | _____ | _____      | _____                |
| 11                               | _____                           | _____ | _____      | _____                |
| 12                               | _____                           | _____ | _____      | _____                |
| Higher Education                 | _____                           | _____ | _____      | _____                |
| Diploma <input type="checkbox"/> | Degree <input type="checkbox"/> |       |            |                      |
| Higher Education                 | _____                           | _____ | _____      | _____                |
| Diploma <input type="checkbox"/> | Degree <input type="checkbox"/> |       |            |                      |

1.18. EGSEC /Grade 10/ information (write best seven subjects with the grades/marks earned;  
Mathematics and English compulsory

| <u>SUBJECT</u> | <u>GRADE</u> | <u>YEAR (E.C)</u> | <u>EXAM NO.</u> |
|----------------|--------------|-------------------|-----------------|
| 1. Mathematics | _____        | _____             | _____           |
| 2. English     | _____        | _____             | _____           |
| 3. _____       | _____        | _____             | _____           |
| 4. _____       | _____        | _____             | _____           |
| 5. _____       | _____        | _____             | _____           |
| 6. _____       | _____        | _____             | _____           |
| 7. _____       | _____        | _____             | _____           |
| GPA _____      |              |                   |                 |

\* Attach two copies of the EGSEC certificate with this form

1.19. EHEQC/ESLCE/UEE (Grade12) information write the subjects with the marks earned;  
**MATHEMATICS AND ENGLISH COMPULSORY**

| <u>SUBJECT</u> | <u>RESULT IN NO</u> | <u>YEAR (E.C)</u> | <u>EXAM NO.</u> |
|----------------|---------------------|-------------------|-----------------|
| 1. Mathematics | _____               | _____             | _____           |
| 2. English     | _____               | _____             | _____           |
| 3. _____       | _____               | _____             | _____           |
| 4. _____       | _____               | _____             | _____           |
| 5. _____       | _____               | _____             | _____           |
| 6. _____       | _____               | _____             | _____           |
| 7. _____       | _____               | _____             | _____           |
| Total _____    |                     |                   |                 |

\* Attach two copies of the EGSEC/ ESLCE/UEE certificate with this form

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## **PART IV. DESIRED FIELD OF STUDY**

Choose lists of areas of study & write your choices from 1-3 in the order of your preference

### **Degree**

- ☐ *Accounting and Finance*\_\_\_\_\_
- ☐ *Business Management* \_\_\_\_\_
- ☐ *Marketing Management*\_\_\_\_\_
- ☐ *Computer science* \_\_\_\_\_
- ☐ *IT*\_\_\_\_\_

### **Note:**

- No submitted photo copy shall be returned to the applicant except the original copy of the EGSEC and UEE.

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## PART V. ESSAY QUESTIONS

### Writing Tips

- Do not exceed the word limits.
  - You are not required to reach the word limit. Great responses can be short. Quality is better than quantity.
  - Use complete sentences.
  - There is no single correct answer to any of these questions.
1. Who are you? Where do you see yourself in ten years? What do you think is your purpose in this world? (Maximum 100 words)



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2. Which department are you planning to join? Why? What will you contribute to the society after completing your study? (Maximum 150 words)

3. Please describe the activity in which you participate that is most meaningful or important to you. Why is this activity so important to you? (Maximum 150 words)

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## **PART VI. GENERAL RULES AND GUIDELINES**

The following are lists of general rules and regulations that you should always consider during your stay at KC so that you can have a rewarding and productive college time.

1. Learners must not miss class except there is a personal illness, death in immediate family or medical appointment.
  - It is your responsibility to find your teacher to schedule a make up for the things you missed.
  - If you miss eight or more days in a semester, you may be dropped from the class and/or receive no credit.
2. You should respect your friends and all the other members of the school community.
3. Chewing gum in the college premises is strictly prohibited.
4. Cheating will not be tolerated.

**N.B.**

- Any form of cheating will result in a zero and further consequences.
  - Cheating includes plagiarism, copying, someone else's work or allowing someone to copy your work...
5. You should be punctual in coming to class and submitting assignments or projects.
  6. Sexual harassment perpetrated by one student against another will not be tolerated and results in complete dismissal.
  7. Learners should not display any inappropriate acts of affection.
  8. Learners should be active participants in different activities.
  9. Attending classes without registration is strictly forbidden.
  10. Learners should not lose or damage the school property.

**N.B.**

- If a student loses or damage rental books, library books, and other school properties or causes damage, he/ she will be charged for the damage or replacement at full cost.
11. Learners have freedom of expressing their opinion.

**N.B.**

- Learners are entitled to express their personal opinions verbally, in writing or by symbolic speech. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves.
12. Any kind of group strike is strictly prohibited.

13. Learners with medical case should bring a letter from a health organization and should consult the office prior to registration.
14. Learners should strictly follow rules and guidelines that will be developed by the college or departments.

## **PART VII. STATEMENT BY THE APPLICATION**

I hereby certify that all information given in the form is completed and correct. I fully realized that the College is entitled to take any action on me, including dismissal, if the information given by me is found to be incorrect or misleading at any time and without reimbursement of whatever fees I might have paid. I further undertake to observe all the rules and regulations of the College if I am accepted. I shall also take full responsibility for reading and abiding by the rules and regulations of the College students Hand-Book deposited in the library or rules and regulations put up in the form of notice on the College notice board at any time.

**SIGNATURE OF APPLICANT** \_\_\_\_\_

**DATE OF APPLICATION:** \_\_\_\_\_

*Day/Month/Year*

## **For Office Use Only**

### **Admission Officer's**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Day/Mon/Year*

### **Coordinator's**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Day/Mon/Year*

### **Registrar Head's**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Day/Mon/Year*