SAVANNAH INSTITUTE FOR BUSINESS AND INFORMATICS[SIBI]

PROGRAM REGISTRATION GUIDE

The registration form used to register for current SIBI programs at Certificate and Diploma level requires the following:

1. Your passport size photo certified by school head, religious head, legal or government officer.
2. A registration fee of KSh. 500 (or US$20 for students from outside the East African Community and South Sudan) paid to the *Savannah Institute for Business and Informatics* account at the *Kenya Commercial Bank, Menengai Crater Branch*, account number *1173030646* [deposit in any KCB or KCB Mtaa Agent]
3. Copy of national identity card or passport.
4. Copies of academic certificates.
5. Proof of proficiency in English if from a non-English speaking country.
6. Names of parents or guardians and their contact information for students less than 18 years.
7. Name of person responsible for paying fees and their contact information.

DESIRED PROGRAM AND PREREQUISITES

Select one of the programs from the SIBI prospectus or website and indicate the selection in the registration form. Note that there may be prerequisites for each program. In general, the applicant should have completed the Kenya Certificate of Secondary Education and be fluent in written and spoken English. For a certificate in Software Development, the applicant should be computer literate or else undertake one of our Digital Literacy programs. ICM and SIBI diplomas are offered in parts starting with Part I with each part being a prerequisite for the higher part.

SUBMITTING A REGISTRATION FORM

The completed registration form can be submitted by any of the following methods:

1. Send to **The Chairperson, Academic Board, Savannah Institute for Business and Informatics, P.O. Box 16641, NAKURU-20100, KENYA**

2. Email the scanned registration form and supporting documents to: info@sibi.institute

3. Deliver by hand to the **Manager, Savannah Institute for Business and Informatics, Shawmut Plaza, Mosque Rd., Nakuru, KENYA**.

RESPONSE FROM SIBI

SIBI will respond to your registration application within 48 hours. On acceptance of your application, please pay at least 50% of the course fees with the rest payable before the end of your course.

You can get the full course fees details by visiting SIBI or sending and email request to info@sibi.institute. Our website contains the following useful documents:

- Program and course descriptions
- Prospectus and Student's Handbook
- Portal to access webmail, elearning site and the library

PROGRAM SOURCES

SIBI programs are examined by the Institute for Commercial Management of the United Kingdom and by Microsoft. Other partners soon to come on board include: Oracle, Cisco and the Digital Enterprise Academy.