

STUDENT APPLICATION FORM : JANUARY 2019

Bowens Institute of Media Studies (BIMS) is a leading creative media and technology training institution, offering practical courses in Film & TV Production, Journalism & Multimedia, Music Production, Sound Engineering, Animation & Motion Graphics, Graphic Design, Digital Marketing, Photography and Multimedia.

We are currently accepting applications for our January 2019 intake. For further information on the programmes, application process, fee structure, academic calendar, English language requirements, and international student policies, please refer to www.bowensinstitute.com, or contact our admin admissions@bowensinstitute.com or call admission desk on: **+254 720 945 535 | +254 754 100 216**

STUDENT APPLICATION FORM INSTRUCTIONS:

Dear Prospective Student,

We are delighted that you are applying to BIMS. In order to complete this application, please do the following:

1. Complete the application in full. Incomplete applications will not be reviewed by the admissions office.
2. Submit the application by 5pm on January 8, 2019 alongside relevant documentation.
3. Submit a non-refundable application fee (Kshs. 1,000) upon submission. BIMS does not accept cash. Payment should be made by M-Pesa or by bank transfer. Full payment options are detailed in section 5.
4. Student ID will be provided once admitted to your programme of choice.
5. If you have any queries, please call your admissions counsellor prior to submitting this application form.
6. All applications should be submitted to our campus: Aqua Office Suite, 4th Floor, Murang'a Road, Nairobi.

We are excited to review your application! Good luck!

Sincerely,
Academics Team

SECTION 1: FOR OFFICIAL USE

To be filled out by admission officer, not applicant.

Application is complete Yes No

Payment of application fee made (*attach receipt*) Yes No

The applicant is national or international. If international, from what country?

Applicant demonstrates adequate English proficiency to successfully participate in BIMS's programmes Yes No

Student has been accepted for January 2018 intake Yes No

Faculty & Academics Notes:

Admission No.:
Batch No.:
Roll No.:
Admission Date:

Passport
photograph

STUDENT APPLICATION FORM

SECTION 2: PERSONAL DETAILS

To be completed by applicant.

First Name Middle Name(s) Surname

Gender Male Female

Programme of Interest

Diploma:

- Film & TV Production Mobile App & Game Development
 Music Production Graphic Design
 Sound Engineering Animation & Motion Graphics
 Journalism & Multimedia

Certificate (5-6Units)

- Multimedia
 Photography
 Video Production

Certificate (2 Units)

- Digital Marketing Level 1 Graphic Design Level 1
 Digital Marketing Level 2 Graphic Design Level 2
 Digital Marketing Level 3 Graphic Design Level 3
 Photography for Professionals

Address

Postal Code

Zip Code

Town/City

Country

Email

Mobile Number

Nationality

Date of Birth DD MM YEAR

Marital Status

Mother Tongue

National ID / Passport No

SECTION 3: CREATIVE PERSONAL PROJECT

To be completed by applicant.

As part of your application, you must complete a creative personal project. The work you submit must be original. Copying of any kind will automatically disqualify your application.

Faculty members will review your creative personal project and evaluate your creativity and the effort you put into your project.

DIPLOMA PROGRAMMES

Graphic Design Diploma Applicants: Research Kenyan artist, Blinky Bill, and his new album titled "We Cut Keys While You Wait." Draw or design a new album cover. The album cover should reflect the vibe of his music.

Mobile App & Game Development Diploma Applicants: In 1 paragraph, tell us about your favourite mobile app or game. Explain why you think it is well-designed and how you would improve it. Draw or make a digital outline of the mobile app or game you want to create while you are studying at BIMS.

Animation Diploma Applicants: Disney has come to BIMS in search of animators and character designers who can help create its first African princess, "Malaika." Submit a drawing of the superheroine you imagine for this animation. Make sure the image tells Disney and the world a little bit about Kenyan culture.

Film & TV Diploma Applicants: - In 1 paragraph tell us about the movie or TV series that inspired you to want to study TV and Film Production. Using your phone or camera, shoot a 1-minute opening scene of the movie you want to make while you are studying at BIMS. Share a link of the opening scene here _____ or submit your opening scene on a DVD. Please test the link or DVD before submitting your application.

Sound Engineering Applicants: Listen to the Wonder Woman theme song: <https://www.youtube.com/watch?v=wPlzcu6jZPM>. In 1 paragraph, tell us what instruments you hear during the intro. Then listen to the theme song in an outdoor environment and then in a small indoor space and answer the following two questions:
What difference do you hear in the way the theme song sounds within these two acoustic environments?
How could you improve the acoustics within each of the environments in order to improve the sound quality?

Music Production Applicants: In 1 paragraph describe your musical background both in study and practice. Record a 1-minute video of you singing, rapping, creating beats, or playing an instrument of your choice. If you have any original compositions, those would be preferable. Submit a link to your video here _____ or a DVD. Please test the link or DVD before submitting your application.

Journalism & Multimedia: Pick a person you admire and write a 1-page blog about this person. Add elements of multimedia (e.g. a photograph or video) to enhance the story.

CERTIFICATE PROGRAMMES

Multimedia Certificate Applicants: Pick a place you love. Write a 1-page blog about this place and add elements of multimedia, which could include a photograph or video you take using a camera or phone.

Photography Certificate Applicants: Submit a photograph you have taken with your phone or camera. Write a caption for the photograph as well as a 1-paragraph description of the photograph and why it is important to you.

Video Production Certificate Applicants: In one Paragraph tell us why you are interested in pursuing a certificate in video production, describe any previous experience you have in the field, and what you hope to gain as a result of this programme.

Digital Marketing Certificate Applicants: A new Kenyan shoe company called 'Enda' has hired you to launch a campaign. Describe in 1-page how you would design and carry out this digital campaign.

Graphic Design Certificate Applicants: Nakumatt is being rebranded and needs a new logo. You have been selected to design 3 logos to be shared with the board. Sketch by hand or outline using the software of your choice, your concept for 3 different logos.

Photography for Professionals Certificate Applicants: In 1 page tell us why you are interested in pursuing a certificate in photography, describe the previous experience you have in the field, and what you hope to gain as a result of this programme, To be eligible for this programme, you must have at least 2 years of work experience.

***Before submitting your application, please check that all CDs, DVDs and/or web links work properly**

We look forward to seeing your work! Good luck!

SECTION 4: CODE OF CONDUCT

To be completed by applicant.

Have you ever been expelled or suspended from school? Yes No

If yes, briefly describe what happened and what you learned from the experience.

Have you ever been arrested? Yes No

If yes, briefly describe what happened and what you learned from the experience.

SECTION 5: DESCRIPTION OF ACADEMIC HISTORY AND COPIES OF IDENTIFICATION AND ACADEMIC DOCUMENTATION

To be completed by applicant.

Have you ever attempted the programme you are applying for? Yes No

If yes, briefly describe what course it was, where it was offered, and attach any certificate or documents. If you did not complete the programme, please explain why.

Candidates whose first language is not English or candidates who did not go to an education system with English as the language of instruction are required to complete one of the following (please tick one option and attach any relevant supporting documents):

- An interview with their admission counsellor
- Submit English exam records
- Submit English-language certification

All applicants should ensure that they attach hard copies of the following:

1. Copy of Passport or National ID Card
2. Copy of KCSE Certificate or Equivalent
3. 2 Passport Photos
4. Non-refundable application fee of Kshs. 1000

To pay through M - PESA:

Buy goods Number : **697072**

To pay through a bank:

Account Name: Bowens Institute of Media Studies
Bank: Co-operative Bank
Branch: Moi Avenue
Account Number : 01192643136100
Bank Branch Code: 11014
Swift Code: KCOOKENA

Please print your full name, programme name and part-time/full-time/certificate status on the back of the bank deposit slip.
Upon payment of the application fee, please collect a receipt from BIMS.

SECTION 6: PARENT(S) / GUARDIAN(S) DETAILS

Are you, the applicant, from a single-parent family? Yes No

Parent/Guardian 1

To be filled by the parent/gurdian himself herself.

First Name Middle Name(s) Surname
Gender Male Female Nationality Date of Birth DD MM YEAR

Relationship to Applicant Company
National ID / Passport No Occupation

Income Status: *(Monthly income)*

Kshs. 20k-50k Kshs. 50k-80k Kshs. 80k-100k Kshs. 100k-150k Kshs. 150k-300k Kshs. 300k+

Email Mobile Number

Address Postal Code
Zip Code Town/City
Country

Parent/Guardian 2

First Name Middle Name(s) Surname
Gender Male Female Nationality Date of Birth DD MM YEAR

Relationship to Applicant Company
National ID / Passport No Occupation

Income Status: *(Monthly income)*

Kshs. 20k-50k Kshs. 50k-80k Kshs. 80k-100k Kshs. 100k-150k Kshs. 150k-300k Kshs. 300k+

Email Mobile Number

Address Postal Code
Zip Code Town/City
Country

SECTION 7: SPONSOR DETAILS & FINANCIAL DECLARATION

To be completed by applicant.

Are you, the applicant, self-sponsored? Yes No

If you ticked 'Yes' to the above question, please answer the following two questions.

1. What is your current employment status and monthly income?

2. How do you intend to fund your programme / pay your fees?

If you are self-sponsored, ensure you have answered the questions above, and go directly to the black text at the bottom of the page to give your declaration, signature and the date.

If the applicant is not self-sponsored, the person(parent/guardian/sponsor) responsible for ensuring that all fees are paid should fill their details below.

First Name Middle Name(s) Surname

Gender Male Female Nationality Date of Birth

Company Occupation Monthly Income

Email Mobile Number

Address Postal Code

Zip Code Town/City

Country

Marital Status Relationship to applicant

National ID / Passport No

I _____ (print name of parent/guardian/sponsor responsible for payment of fees or self-sponsored applicant), verify that the information in this application is accurate, and I take responsibility for ensuring that the fees incurred by the applicant will be paid to BIMS within all deadlines.

I have reviewed and accept BIMS's fee policies, structure and deadlines, and understand that, if the relevant fees are not paid, I will be liable to cover the outstanding balance.

- Please note that all application forms must be accompanied by a non-refundable application fee of Ksh. 1,000. Each individual application requires this fee to be paid.
- 50% of the fee for the first term must be paid on January 12, 2019. This is also not refundable or transferable to another programme/application.
- The only situation in which BIMS would refund students for both fees listed above (application fee and 50% of first term fee, if applicable) is if the selected programme is cancelled by BIMS. This would be announced by January 15, 2019.

Signed by person responsible for payment of fees _____

Date _____

SECTION 8: APPLICANT DECLARATION

To be completed by applicant.

1. I declare that all the information submitted in this form is true and accurate.
2. I declare that the work I submitted as my Creative Personal Project is my own.
3. If accepted into the programme, I agree to abide to the rules and regulations of BIMS. I understand that BIMS has zero tolerance for substance abuse, plagiarism or any cheating, stealing, and verbal or physical assault.

Signed by applicant _____

Date _____

SECTION 9: BIMS POLICIES AND DECLARATION

English-Language Proficiency: The language of instruction at BIMS is English. As a result, candidates whose first language is not English or who did not go to an education system with English as the language of instruction will be required to demonstrate adequate English language

Admission: BIMS reserves the right to grant or refuse admission to any individual. Former applicants or students who have lost good standing may be denied re-entry, or may have conditions placed on readmission.

Number of Accepted Students per Intake: All programmes are capped at 24 students.

Payment: Once a student has been accepted into a programme, his/her place is only confirmed after a minimum payment (50% of first term fee and required medical insurance) has been made. This initial payment must be made by 8, January 2019. Payments made after this date will not be accepted, and students will not be able to enroll for the January 2019 intake.

Programme Cancellation: BIMS reserves the right to cancel a programme for operational reasons. When BIMS cancels a programme, all fees (including the application fee) will be refunded. BIMS will notify students and parents of any cancellations by January 15, 2019.

Time Commitment: All students should be aware that classes can be scheduled on Monday to Fridays from 8:30am to 8:30pm as well as Saturdays from 8:30am to 4:00pm.

The class timetable will be given at the start of each term, and it is the student's responsibility to attend all classes. Class timings will not be moved to accommodate students' other commitments.

January 2019 Intake Deadlines: Students and their families should keep in mind the following important deadlines:

- Application Due: January 8, 2019
- Payment Due (50% of term fees): January 12, 2019
- Orientation: January 11, 2019
- First Day of Classes: January 15, 2019

SECTION 10: HOW DID YOU HEAR ABOUT BIMS?

To be completed by applicant.

We'd love to know how you heard about us...

BIMS Alumnus. Please provide the name of the alumnus who referred you _____

BIMS Student. Please provide the name of the student who referred you _____

BIMS Lecturer. Please provide the name of the lecturer who referred you _____

Friends Google Poster Press Radio

School Event TV Career Expo ADMI Website

Social Media

Facebook Instagram LinkedIn Twitter YouTube

Other (Please Specify)

Please drop your application and copies of supporting document(s) to:

Bowens Institute of Media Studies (BIMS) | BIMS Town Campus,
Aqua Office Suites 4th Floor | Murang'a Road, Ngara

MEDICAL DISCLOSURE FORM

This form is to help us support you while studying at BIMS. A copy of this form will be kept on the file for the purpose of serving you as promptly and appropriately as possible, should you require medical or counselling services during your tenure here. You will not be discriminated against as a result of the answers you provide. All information provided will be treated in confidence.

To be completed by applicant.

Applicant:

First Name Middle Name(s) Surname

Next of Kin / Emergency Contact:

First Name Middle Name(s) Surname

Relationship to applicant Next of kin contact number

Name of primary physician / clinic

Blood Group (if known)

Do you take medication regularly? Yes No *If yes, please give details:*

Do you have any physical condition that might limit your mobility around campus? e.g. stairs? Yes No *If yes, please give details:*

Do you have any learning needs that we should be aware of in order to support your learning? (e.g. Dyslexia, ADHD, etc) Yes No *If yes, please give details:*

Do you have a mental health condition? Yes No *If yes, please give details:*

Do you have any allergies? Yes No *If yes, please give details:*

Are you on a restricted diet? Yes No *If yes, please give details:*

Is there any additional health information that you think LMPI should be aware of? Yes No
If yes, please give details:

If there is any additional health information which you feel it would be useful for the institution to be aware of while you are here, please note this here.

Signed by applicant _____

Date _____