

# study in KENYA

Course	Higher Diploma in Archives and Records Management
Institution	International University of Professional Studies
Campus	Main Campus
Course Length	1 year
Mode of Study	Full Time
Tuition Fees	Tuition Fees information NOT Available
Entry Requirement	National Diploma in Archives and records management A Degree from a recognized University Any other qualification recognized by the university senate to be equivalent to any of the above.
Application Procedure	Pay the application fee of Ksh 1000 to Cooperative Bank, Stima Plaza Branch, Account number: 01129275324300 or any other Cooperative Bank branch countrywide. Personal cheques, company cheques, direct cheques deposits into the bank are not acceptable and will be regarded as fees not paid. Present receipt to the Admission's Secretary. The admissions secretary will issue an application form Fill in the form and attach, photocopies of academic and professional certificate and 3 passport size photograph On presentation and authentication of certificate the student is issued with an Admission letter which has the following; Orientation program School fees break down Opening date/day Applicants are expected to complete and sign the application form and submit to the office of the Registrar, ARS only complete applications will be considered.
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**Kindly NOTE** that we are NOT an Institution of Higher Learning.*

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