



in partnership with

**B.H.M.S.**  
Business & Hotel Management School  
Lucerne, Switzerland

## BIHC APPLICATION REQUIREMENTS KENYAN APPLICANTS

**APPLICATION FORMS** should be submitted with the following documents:

- **Certificate(s) of High School**
- **Higher Education (Certificates, Diploma, Degree) if applicable**
- **References:** Any references or letters of recommendations on letterhead from your educational institution and/or employer(s)
- **3 Colour Passport Photos + and a JPEG photo sent to [study@bihc.ac.ke](mailto:study@bihc.ac.ke)**
- **Copy of Identification (National ID or Passport)**
- **Medical Forms:** To be completed by a Registered Medical Centre, signed and stamped
- **Personal Statement in support of your application (300 words)** – instructions attached
- **Confirmation of Health Insurance Coverage Comprehensive cover**
- **Completed “Fee Payment Options Form”**
- **Certificate of Good Conduct Apply online on e-citizen and proceed to CID Headquarters**
- **Food Handlers Certificate – To be issued on campus at KES 1,300.00**
- **Uniform measurement chart**
- **Confirmation of Application Fee Payment (non-refundable)**

## EAST AFRICAN APPLICANTS

These conditions apply to applicants who are nationals of East African states – Uganda, Tanzania, Rwanda, Burundi and South Sudan - and are to be submitted together with the **APPLICATION FORMS**.

- **Certificate(s) of High School**
- **Higher Education (Certificates, Diploma, Degree) if applicable**
- **References:** Any references or letters of recommendations on letterhead from your educational institution and/or employer(s)
- **3 Colour Passport Photos** – to be shared physically & a **JPEG image to be sent to [study@bihc.ac.ke](mailto:study@bihc.ac.ke)**
- **Copy of Passport** – Bio Data Page
- **Copy of E-Visa (If already in Kenya)**
- **Passport Copy of Parent / Guardian**
- **Parents / Sponsor Financial Commitment Letter**
- **Proof of Funds** - This applies to **SELF-SPONSORED STUDENTS** (Attach copies of signed and stamped bank statements for the last 3 months)



in partnership with

**B.H.M.S.**  
Business & Hotel Management School  
Lucerne, Switzerland

- **Consent Letter from Parents** - This applies to MINORS
- **Copy of Birth Certificate** - This applies to MINORS
- **Medical Forms:** To be completed by a Registered Medical Centre, signed and stamped
- **Personal Statement in support of your application (300 words)**
- **Confirmation of Health Insurance Coverage Comprehensive cover**
- **Completed "Fee Payment Options Form"**
- **Police Clearance from Country of Origin**
- **Confirmation of Application Fee Payment - Kshs. 5,000.00 (non-refundable)**
- **Student Pass & Foreign National ID card - Kshs. 2,500.00 (non-refundable)**

## INTERNATIONAL APPLICANTS

These conditions apply to applicants who are nationals of countries outside East Africa and are to be submitted together with the **APPLICATION FORMS**.

- **Certificate(s) of High School**
- **Higher Education (Certificates, Diploma, Degree) if applicable**
- **References:** Any references or letters of recommendations on letterhead from your educational institution and/or employer(s)
- **3 Colour Passport Photos** – to be shared physically and a **JPEG image to be sent to [study@bihc.ac.ke](mailto:study@bihc.ac.ke)**
- **Copy of Passport** – Bio Data Page
- **Copy of E-Visa (If already in Kenya)**
- **Passport Copy of Parent / Guardian**
- **Parents / Sponsor Financial Commitment Letter**
- **Proof of Funds** - This applies to **SELF-SPONSORED STUDENTS** (Attach copies of signed and stamped bank statements for the last 3 months)
- **Consent Letter from Parents** - This applies to MINORS
- **Copy of Birth Certificate** - This applies to MINORS
- **Medical Forms:** To be completed by a Registered Medical Centre, signed and stamped
- **Personal Statement in support of your application (300 words)**
- **Confirmation of Health Insurance Coverage Comprehensive cover**
- **Completed "Fee Payment Options Form"**
- **Police Clearance from Country of Origin**
- **National Drug Law Enforcement Agency (NDLEA) Clearance Certificate - Applicable to Nigerian Applicants ONLY**
- **Confirmation of Application Fee Payment - Kshs. 5,000.00 (non-refundable)**
- **Student Pass & Foreign National ID card - Kshs. 12,500.00 (non-refundable)**



in partnership with

**B.H.M.S.**<sup>+</sup>  
Business & Hotel Management School  
Lucerne, Switzerland

**PLEASE NOTE:**

**Personal Interview**

To determine an applicant's interest, qualifications and suitability for their chosen program of enrolment, an interview will be scheduled/ conducted. For those who cannot come personally to the College office, arrangements can be made for the interview to take place via telephone/Skype.

**School Fees**

Upon acceptance, applicants will be presented with a "Letter of Acceptance" for their chosen program of study. School fees need to be paid as per dates stipulated for the payment option chosen.