

UNITED STATES INTERNATIONAL UNIVERSITY-AFRICA

# ACADEMIC CALENDAR & FEE SCHEDULE

INTERNATIONAL

2018-2019



[www.usiu.ac.ke](http://www.usiu.ac.ke)

# Fall Semester 2018

September 3, 2018 - December 8, 2018 (14 Weeks)

August 24	Friday	<b>Graduate Orientation and Registration</b>
August 27	Monday	Hostels Open for New Student Check In
August 27	Monday	Summer 2018 Grades Due in the Registrar's Office
August 27 – September 1	Monday-Saturday	Undergraduate Student Orientation [Placement Tests, Parents' Orientation, Registration]
September 2	Sunday	Hostels Open for Continuing Students Check In
<b>September 3</b>	<b>Monday</b>	<b>INSTRUCTION BEGINS FOR FALL SEMESTER</b>
September 10	Monday	Last Day to Drop a Course and Receive a 90% Refund. Last Day to Register for Classes without Being Charged late fee Add/Drop fee of KES.500 begins
September 11	Tuesday	Late Registration Fee of KES. 2000 Assessed
September 14	Friday	Last Day for Late Registration and Course Addition. Last Day to Drop a Course and Receive a 75% Refund(no more partial refund on dropped courses after this date) <b>Last Day for Payment of Fees Last Day to get Financial Clearance to Attend Fall Semester 2018</b>
September 21	Friday	Freida Brown Day
September 28	Friday	Undergraduate and Graduate (MBA) Admission Application Deadline for Spring 2019
<b>September 29</b>	<b>Saturday</b>	<b>Commencement Day</b>
<b>October 13–19</b>	<b>Saturday- Friday</b>	<b>MID-TERM EXAM WEEK</b>
October 20	Saturday	Mashujaa Day (Holiday). USIU-Africa Offices are closed. No Classes
October 22	Monday	Last Day to <b>WITHDRAW</b> from Classes
November 2	Friday	English and Math Placement Tests
November 12-16	Monday-Friday	(Undergraduate) Pre-Registration for Spring Semester 2019
November 19	Monday	(Doctoral & Graduate) Pre-Registration for Spring Semester 2019 Web Registration continues through January 18, 2019
November 23	Friday	Second sitting of the IST Placement Exam
<b>December 1</b>	<b>Saturday</b>	<b>INSTRUCTION FOR FALL SEMESTER 2018 ENDS</b>
<b>December 3 – December 8</b>	<b>Monday - Saturday</b>	<b>Final Exam Week</b>
December 9	Sunday	Academic Recess begins, Check out of Hostels
December 12	Wednesday	Jamhuri Day (Holiday). USIU-Africa Offices are Closed
December 14	Friday	Graduate & Doctoral Student Orientation and Registration for Spring 2019
<b>December 19</b>	<b>Wednesday</b>	<b>University Proceeds on Recess</b>

**Fall Semester 2018 Academic Recess: December 9 – January 7, 2019 (4 Weeks)**

# Spring Semester 2019

January 7, 2019 - April 13, 2019 (14 Weeks)

January 2	Wednesday	Fall 2018 Grades due in the Registrar's office
January 2	Wednesday	Hostels Open for New Student Check In
January 2 -4	Wednesday - Friday	Undergraduate Student Orientation [Placement Tests, Parents' Orientation, Registration
January 6	Sunday	Hostels Open for Continuing Students Check In
<b>January 7</b>	<b>Monday</b>	<b>INSTRUCTION BEGINS FOR SPRING SEMESTER 2019</b>
January 14	Monday	Last Day to Drop a Course and Receive a 90% Refund. Last Day to Register for Classes without Being Charged late fee. Add/Drop fee of KES.500 begins.
January 15	Tuesday	Late Registration Fee of KES. 2000 Assessed
January 18	Friday	Last Day for Late Registration and Course Addition Last Day to Drop a Course and Receive a 75% Refund (no more partial refund on dropped courses after this date) Last Day for Payment of Fees <b>Last Day to get Financial Clearance to attend Spring Semester 2019</b>
<b>February 18–23</b>	<b>Monday - Saturday</b>	<b>MID-TERM EXAM WEEK</b>
February 25	Monday	Last day to <b>WITHDRAW</b> from classes.
March 1	Friday.	Math and English Placement Tests
March 8	Friday.	IST Placement Test (2 <sup>nd</sup> Sitting)
March 18 – 22	Monday- Friday	(Undergraduates) Pre-registration for Summer Semester 2019
March 25	Monday	(Doctoral & Graduates) Pre-registration for Summer Semester 2019 Web Registration continues to Friday May 18, 2019 for all students
March 29	Friday	All Undergraduate and Graduate (MBA only) Admission Application Deadline for Summer Semester 2019.
<b>April 6</b>	<b>Saturday</b>	<b>INSTRUCTION FOR SPRING SEMESTER 2019 ENDS</b>
<b>April 8 - 13</b>	<b>Monday - Saturday</b>	<b>FINAL EXAM WEEK</b>
April 14	Sunday	Check out of Hostels
April 15- May 3	Monday - Saturday	Spring/Summer Intersession period (Community Service only)
April 16-18	Tuesday - Thursday	Student Leadership Training (Leadership Retreat)
<b>April 19</b>	<b>Friday</b>	<b>Good Friday (Holiday)</b> <b>USIU-Africa Offices Closed</b>
<b>April 22</b>	<b>Monday</b>	<b>Easter Monday (Holiday)</b> <b>USIU-Africa offices Closed</b>
<b>April 26</b>	<b>Friday</b>	<b>Summer Graduate orientation</b>

Spring 2019 Academic Recess: April 16 – May 6, 2019 (3 Weeks)

# Summer Semester 2019

May 6 - August 4, 2019 (14 Weeks)

April 29	Monday	Hostels Open for New Student Check In
April 29 - 30	Monday - Tuesday	Summer Undergraduate Student Orientation
<b>May 1</b>	<b>Tuesday</b>	<b>Labor Day. USIU-Africa Offices are closed</b>
May 2	Thursday	<b>Spring 2019 Grades due in the Registrar's Office</b>
May 2 - 3	Thursday - Friday	Placement Tests, Parent Orientation, Registration
May 5	Sunday	Hostels Open for Continuing Students Check In
<b>May 6</b>	<b>Monday</b>	<b>INSTRUCTION BEGINS FOR SUMMER SEMESTER 2019</b>
May 13	Monday	Last Day to Drop a Course and receive a 90% Refund. Last Day to Register for classes without paying late fee. Add/Drop fee of KES 500 Begins. <b>September 2019 Graduation applications begin</b>
May 17	Friday	Last Day for Late Registration and Course Addition. Last Day to Drop a Course and Receive a 75% Refund (no more partial refund on dropped courses after this date). Last Day for Payment of Fees <b>Last Day to get Financial Clearance to attend SUMMER SEMESTER 2019.</b>
June 1	Saturday	MADARAKA DAY. Holiday observed. USIU-Africa Offices are Closed. No Classes
<b>June 17- 22</b>	<b>Monday - Saturday</b>	<b>MID-TERM EXAM WEEK</b>
June 25	Monday	Last Day to WITHDRAW from Classe
June 28	Friday	Undergraduate and Graduate(All Majors) Application Deadline for Fall 2019 Semester. <b>September 2019 Graduation applications Deadline</b>
July 4	Wednesday	U.S. Independence Day (Holiday). Offices Are Closed. No Classes
July 5	Friday	Math and English Placement tests
July 12	Friday	IST Placement test (2 <sup>nd</sup> Sitting)
July 15- July 19	Monday –Friday	Undergraduate Pre-Registration for FALL SEMESTER 2019
July 22	Monday	Doctoral & Graduate Pre-Registration For FALL SEMESTER 2019 Web registration for all continues through Friday, September 14, 2019
<b>August 3</b>	<b>Saturday</b>	<b>INSTRUCTION FOR SUMMER SEMESTER 2019 ENDS</b>
<b>August 5 - 10</b>	<b>Monday - Saturday</b>	<b>FINAL EXAMS</b>
August 11	Sunday	Check out of Hostels
<b>August 23</b>	<b>Friday</b>	<b>Graduate Orientation and Registration</b>
August 26	Monday	Hostels Open for New Student Check In
August 26	Monday	Summer 2019 Grades Due in the Registrar's Office

Summer Semester 2019 Academic Recess: August 12 – September 8, 2019 (3 Weeks)

# Fall Semester 2019

September 2 - December 7, 2019 (14 Weeks)

August 26 – 31	Monday- Friday	Undergraduate Student Orientation [Placement Tests, Parents' Orientation, Registration]
September 1	Sunday	Hostels Open for Continuing Students Check In
<b>September 2</b>	<b>Monday</b>	<b>INSTRUCTION BEGINS FOR FALL SEMESTER 2019</b>
September 9	Monday	Last day to Drop a Course And Receive a 90% Refund. Last day to register for classes without Being charged late fee. Add/Drop fee of KES.500 begins
September 10	Tuesday	Late Registration Fee of KES 2000 Assessed
September 13	Friday	Last Day for Late Registration and Course Addition.  Last Day to Drop a Course and Receive a 75% Refund(no more partial refund on dropped courses after this date).  <b>Last Day for Payment of Fees Last Day to get Financial Clearance to Attend Fall Semester 2019.</b>
September 20	Friday	Freida Brown Day
September 23- 27	Monday - Friday	Commencement Preparation Week
<b>September 28</b>	<b>Saturday</b>	<b>Commencement Day</b>
<b>October 14 - 19</b>	<b>Saturday- Friday</b>	<b>MID-TERM EXAM WEEK</b>
October 20	Sunday	Mashujaa Day (Holiday).
October 21	Monday	Mashujaa Day (Holiday) observed. USIU-AFRICA Offices are Closed. No Classes
October 22	Tuesday	Last Day to <b>WITHDRAW</b> from Classes
November 1	Friday	English and Math Placement Tests
November 11-15	Monday-Friday	Pre-Registration for Spring Semester 2019 (Undergraduate)
November 18	Monday	Pre-Registration for Spring Semester 2019. Doctoral & Graduate web registration continues through January 18, 2020
November 22	Friday	Second sitting of the IST placement exam
<b>November 30</b>	<b>Saturday</b>	<b>INSTRUCTION FOR FALL SEMESTER 2019 ENDS</b>
<b>December 2-7</b>	<b>Monday - Saturday</b>	<b>Final Exam Week</b>
December 8	Sunday	Academic Recess begins Check out of Hostels
December 12	Thursday	Jamhuri Day (Holiday) USIU-Africa Offices are closed
December 13	Friday	Graduate & Doctoral Student Orientation and Registration for Spring 2020
December 18	Wednesday	University Proceeds on Recess

**NB:** Project/Thesis: Masters students are required to be continuously enrolled every semester while their thesis/project remains incomplete. In the first and second semester the thesis is charged as a full 3 unit graduate course, while the two subsequent terms are charged at 50% of the tuition. Other charges remain the same. If the project/thesis extends beyond the fourth semester, then tuition reverts to full charge.

**Fall Semester 2019 Academic Recess: December 9 – January 7, 2020 (4 Weeks)**

# Fee Structure for the 2018 - 2019 Academic Year

NB: All fees are subject to review every academic year

<b>UNDERGRADUATE PER SEMESTER</b>	<b>*US\$</b>
Tuition (12 units @ 106.4)	1,277
Library Fee	66
Medical Fee	26
Student Activity Fee	11
IT Fee	50
<b>TOTAL</b>	<b>1,430</b>
<b>ANIMATION   FILM PRODUCTION &amp; DIRECTING</b>	<b>*US\$</b>
Tuition (12 units @ 150.4)	1,805
Library Fee	66
Medical Fee	26
Student Activity Fee	11
Animation and Film Lab Fee	101
<b>TOTAL</b>	<b>2,009</b>
<b>APPLIED COMPUTER TECHNOLOGY</b>	<b>*US\$</b>
Tuition (15 units @ 87.6)	1,314
Library Fee	66
Medical Fee	26
Student Activity Fee	11
IT Fee	50
<b>TOTAL</b>	<b>1,467</b>
<b>INFORMATION SYSTEMS &amp; TECHNOLOGY</b>	<b>*US\$</b>
Tuition (15 units @ 87.6)	1,314
Library Fee	66
Medical Fee	26
Student Activity Fee	11
IT Fee	50
<b>TOTAL</b>	<b>1,467</b>
<b>PHARMACY PER SEMESTER</b>	<b>*US\$</b>
Tuition (23 units @ 85.6)	1,969
Library Fee	66
Medical Fee	26
Student Activity Fee	11
Pharmacy Lab Fee	102
<b>TOTAL</b>	<b>2,174</b>
<b>EPIDEMIOLOGY &amp; BIOSTATISTICS</b>	<b>*US\$</b>
Tuition (18 units @ 85.6)	1,540
Library Fee	66
Medical Fee	26
Student Activity Fee	11
IT Fee	50
<b>TOTAL</b>	<b>1,693</b>
<b>MASTER OF SCIENCE IN MANAGEMENT &amp; ORGANIZATIONAL DEVELOPMENT (MOD)</b>	<b>*US\$</b>
Tuition (9 units @ 157.9)	1,421
Library Fee	66
Medical Fee	26
Student Activity Fee	11
IT Fee	50
<b>TOTAL</b>	<b>1,574</b>
<b>MASTER OF ARTS IN MARRIAGE &amp; FAMILY THERAPY</b>	<b>*US\$</b>
Tuition (9 units @ 140.8)	1,268
Library Fee	50
Medical Fee	20
Student Activity Fee	8
<b>TOTAL</b>	<b>1,346</b>
<b>MASTER OF ARTS IN COUNSELING PSYCHOLOGY</b>	<b>*US\$</b>
Tuition (9 units @ 157.9)	1,421
Library Fee	66
Medical Fee	26
Student Activities Fee	11
<b>TOTAL</b>	<b>1,524</b>
<b>MASTER OF ARTS IN INTERNATIONAL RELATIONS (MIR) PER SEMESTER</b>	<b>*US\$</b>
Tuition (9 units @ 157.9)	1,421
Library Fee	66
Medical Fee	26
Student Activity Fee	11
<b>TOTAL</b>	<b>1,524</b>

# Fee Structure for the 2018 - 2019 Academic Year

NB: All fees are subject to review every academic year

<b>MASTER OF BUSINESS ADMINISTRATION (MBA ) PER SEMESTER</b>	<b>*US\$</b>
Tuition (9 units @ 157.9)	1,421
Library Fee	66
Medical Fee	26
Student Activity Fee	11
<b>TOTAL</b>	<b>1,524</b>
<b>MBA - GLOBAL BUSINESS MANAGEMENT</b>	<b>*US\$</b>
<b>Tuition</b> (45 units @ 174)	
Semester I Cost (Tuition:12 Units) Incl. Library, Medical, Student Activities Fee, IT Fee & Caution Money which is Refundable and payable once	2,236
Semester II Cost (Tuition:15 Units) Incl. Library, Medical, Student Activities Fee, IT Fee & Commission for University Education Fee which is payable once a year in Spring Semester	2,753
Semester III Cost (Tuition:18 Units) Incl. Library, Medical, Student Activities Fee, IT Fee & Graduation Fee which is Payable once	3,310
<b>TOTAL FEE (45 units)</b>	<b>8,299</b>
Global Study Tour	2,515
<b>MBA - HEALTH, LEADERSHIP MANAGEMENT</b>	<b>*US\$</b>
<b>Tuition</b> (45 units @ 174)	
Semester I Cost (Tuition:12 Units) Incl. Library, Medical, Student Activities Fee, IT Fee & Caution Money which is Refundable and payable once	2,236
Semester II Cost (Tuition:15 Units) Incl. Library, Medical, Student Activities Fee, IT Fee & Commission for University Education Fee which is payable once a year in Spring Semester	2,753
Semester III Cost (Tuition:18 Units) Incl. Library, Medical, Student Activities Fee, IT Fee & Graduation Fee which is Payable once	3,310
<b>TOTAL FEE (45 units)</b>	<b>8,299</b>
Global Study Tour	2,515
<b>MASTER OF ARTS IN CLINICAL PSYCHOLOGY **</b>	<b>*US\$</b>
Tuition (9 units @ 140.8)	1,268
Library Fee	50
Medical Fee	20
Student Activities Fee	8
<b>TOTAL</b>	<b>1,346</b>
<b>MASTER OF SCIENCE IN INFORMATION SYSTEMS AND TECHNOLOGY (MSIS) &amp; MASTER OF ARTS IN COMMUNICATION STUDIES**</b>	<b>*US\$</b>
Tuition (9 units @ 157.9)	1,421
Library Fee	66
Medical Fee	26
Student Activities Fee	11
<b>TOTAL</b>	<b>1,524</b>
<b>DOCTOR OF BUSINESS ADMINISTRATION</b>	<b>*US\$</b>
Tuition (9 units @ 161)	1,449
Library Fee	50
Medical Fee	20
Student Activities Fee	8
IT Fee	50
<b>TOTAL</b>	<b>1,577</b>
<b>DOCTOR OF PSYCHOLOGY(PsyD), CLINICAL PSYCHOLOGY</b>	<b>*US\$</b>
Tuition (9 units @ 161)	1,449
Library Fee	50
Medical Fee	20
Student Activities Fee	8
<b>TOTAL</b>	<b>1,527</b>
<b>DOCTOR OF PHILOSOPHY IN INTERNATIONAL RELATIONS</b>	<b>*US\$</b>
Tuition (9 units @ 130.8)	1,177
Library Fee	66
Medical Fee	26
Student Activities Fee	11
<b>TOTAL</b>	<b>1,280</b>
<b>NOTE: THE FOLLOWING CHARGES SHALL APPLY FOR ALL THE PROGRAMS</b>	<b>*US\$</b>
Health Insurance: USIU-Africa Hostel Residents & Non Kenyan Students	81
Caution Money (Refundable & payable once)	
• Resident student	46
• Non-Resident student	20
<b>OTHER FEES</b>	<b>*US\$</b>
<b>Room &amp; Board Per Semester</b>	
Room Only (Double)	302
7-Day Meal Plan @ 4.73 per day	463

<b>Commission for University Education (CUE) fee once a year in Spring Semester:</b>	
• Undergraduate	10
• Graduate	15
• Doctoral	20

<b>OTHERS</b>	<b>US\$</b>
Add/ Drop Fee per course	5
Admission Application Fee (Non-Refundable)	30
Re-admission Application Fee	30
Late Registration Fee	20
Alumni Association Fee (Annual)	10
Audit Fee (per course)	50% of Tuition
IT Fee	50
Graduation Fee	50
Gown Deposit Fee	50
Pharmacy Lab Fee	102
Hotel & Restaurant Management Lab Fee	45
ID Card Replacement	15
Journalism Lab Fee	45
Animation and Film Lab Fee	101
Student Pass Fee (Non-East Africans Only)	51
Re-Entry Visa Fee	10
Alien Registration Fee	20
Transcript Fees: Official	5
Transcript Fees: Unofficial	3
Transcript Postage Fees: Africa	4
Transcript Postage Fees: Outside Africa	8
Credit Transfer Fee per course	20

**Kindly note that the US\$ rate for FS18 will be KES 99.4 . The US\$ exchange rates are fixed every semester for Non-East African students and it is subject to change in Spring 2019 and Summer 2020. The rate for East Africans will vary daily.**

- International students pay 30% above East African students on tuition and all mandatory fees i.e. library, medical and student activity fees
- Fees are due on the first day of the semester, and any pending balances are subject to a 1.5% interest charge per month.
- Fees are subject to an annual review
- Project/Thesis: Graduate students are required to be continuously enrolled every semester while their thesis/project remains incomplete. In the first and second semester the thesis is charged as a full 3 unit graduate course, while the two subsequent terms are charged at 50% of the tuition. Other charges remain the same. If the project/thesis extends beyond the fourth semester, then tuition reverts to full charge

## Payment information

\*Note: No Cash Payments are accepted in the Finance Office. All payments should be made by cheque issued to United States International University - Africa (USIU-Africa), or deposited into the accounts indicated; (then forward the deposit slip to the Finance Office at USIU-Africa).

### WIRE TRANSFER & BANK DEPOSIT

**Bank: Commercial Bank Of Africa**  
 Branch: Upper Hill  
 Address: P.O. BOX 30437-00100  
 Swift code: CBAFKENX  
 Intermediary Bank: JP Morgan Chase Bank, New York  
 SWIFT Code: CHASUS33  
 Routing Number: 021000021  
 KES Account Number: 6438840014  
 US Dollar Account Number: 6462210014  
 Account Name: United States International University - Africa

**Bank: Co-Operative Bank Of Kenya**  
 Branch: CO-OP House, Haile Selassie Avenue,  
 KES Account Number: 01120002134100  
 Account Name: United States International University - Africa

**Bank: Standard Chartered Bank Kenya**  
 Branch: Kenyatta Avenue  
 KES Account Number: 0104023439700  
 Account Name: United States International University - Africa

**Bank: Kenya Commercial Bank**  
 Branch: Thika Road Mall  
 Bank Code: 01  
 Branch Code: 308  
 Bank Swift Code: KCBLKENX  
 KES Account Number: 1179516710  
 Account Name: United States International University - Africa

- Note: Always include your full names and USIU-Africa ID number
- All cash deposits made at the bank shall be receipted into the student accounts on the next working day

### CARD PAYMENTS

You can also pay at the USIU-Africa Finance Office using your Credit and/or Visa Card. We accept: JCB Card, Master Card, Visa Card and Visa Electron (Debit Card).

You will be required to give the following information:

1. Card Number
2. Names of the Card holder, and
3. Expiry Date

### MOBILE MONEY PAYMENTS (MPESA)

- Go to SAFARICOM menu and select 'M-PESA'
- Choose 'Lipa na M-Pesa' and select 'Pay Bill'
- Enter USIU-Africa's Business Number: 516900
- Enter Account Number: Student ID Number and/or Names
- Enter 'Exact Amount to pay'
- Enter 'PIN Number' and Press 'OK'

Kindly note that payments made via M-Pesa will reflect in your account after 24 hours.

### For more information, use the contacts below

P.O. Box 14634-00800, Nairobi- Kenya • Tel: +254 730 116 509/221/538/403/224  
 Finance Email: [finance@usiu.ac.ke](mailto:finance@usiu.ac.ke) • Financial Aid Email: [finaid@usiu.ac.ke](mailto:finaid@usiu.ac.ke)

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