



UNITED STATES INTERNATIONAL UNIVERSITY-AFRICA

# 2022 2023 **ACADEMIC CALENDAR**

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United States  
International  
University-Africa

Education to take you places

## Fall Semester 2022

### September 6, 2022 – December 11, 2022 (14 Weeks)

|                         |                    |  |
|-------------------------|--------------------|--|
| August 26               | Friday             | Graduate orientation and registration  |
| August 29               | Monday             | Hostels open for new student check in  |
| August 29               | Monday             | Summer 2022 grades due in the Registrar's Office   |
| August 29 - September 2 | Monday - Friday    | Undergraduate Fall student orientation (placement tests, parents' orientation, registration)   |
| September 4             | Sunday             | Hostels open for continuing students check-in  |
| September 5             | Monday             | <ul style="list-style-type: none"> <li>• Instruction begins for Fall Semester 2022</li> <li>• 10% tuition charge on dropped courses begins</li> <li>• Interest charge of 1.5% per month on fee balances begins</li> </ul>  |
| September 12            | Monday             | <ul style="list-style-type: none"> <li>• 25% tuition charge on dropped courses begins</li> <li>• Last day to register for classes without being charged late fee;</li> <li>• Add/drop fee of Ksh. 525 begins</li> </ul>  |
| September 13            | Tuesday            | Late registration fee of Kshs. 2,100.00 assessed   |
| September 16            | Friday             | <ul style="list-style-type: none"> <li>• Last day for late registration and course addition</li> <li>• Last day to drop a course and receive a 75% refund (no more partial refund on dropped courses after this date)</li> <li>• Last day for payment of fees. Last day to get financial clearance to attend Fall Semester 2022</li> </ul> |
| September 19 - 23       | Monday - Friday    | Commencement preparation week  |
| September 23            | Friday             | <ul style="list-style-type: none"> <li>• Fall Semester 2022 Summer 2022 End Semester Special Exams</li> <li>• Freida Brown Day</li> <li>• Undergraduate and Graduate (MBA) admission application deadline for Spring 2023</li> </ul>   |
| September 24            | Saturday           | Commencement Day   |
| October 17 - 19         | Monday - Wednesday | <b>MID-TERM EXAM WEEK</b>  |
| October 21 - 22         | Friday - Saturday  | <b>MID-TERM EXAM WEEK</b>  |
| October 20              | Thursday           | <ul style="list-style-type: none"> <li>• Mashujaa Day holiday observed. No classes</li> <li>• USIU-Africa offices closed</li> </ul>  |
| October 24              | Monday             | Last day to withdraw from classes  |
| November 4              | Friday             | English and Math placement tests   |
| November 11             | Friday             | Mid-Semester special exams   |
| November 14 - 18        | Monday - Friday    | Undergraduate pre-registration for Spring Semester 2023  |
| November 21             | Monday             | Doctorate & Graduate pre-registration for Spring Semester 2023<br>Web registration continues through January 20, 2023  |
| November 25             | Friday             | Second sitting of the IST placement exam   |
| December 3              | Saturday           | <b>INSTRUCTION FOR FALL SEMESTER 2022 ENDS</b>   |
| December 5 - 10         | Monday - Saturday  | <b>FINAL EXAM WEEK</b>   |
| December 11             | Sunday             | <ul style="list-style-type: none"> <li>• Check out of hostels</li> </ul>   |
| December 12             | Monday             | <ul style="list-style-type: none"> <li>• Jamhuri Day (holiday) observed. No classes</li> <li>• USIU-Africa offices are closed</li> </ul>   |
| December 14             | Wednesday          | Graduate & Doctorate student orientation and registration for Spring 2023  |
| December 16             | Friday             | University proceeds on recess  |

*Fall Semester 2022 Academic Recess: December 11, 2022 - January 8, 2023 (4 weeks break)*

## Spring Semester 2023

### January 9, 2023 – April 8, 2023 (14 Weeks)

|                     |                    |  |
|---------------------|--------------------|--|
| January 2           | Monday             | Fall 2022 grades due in the Registrar's office   |
| January 2 - 6       | Monday - Friday    | Undergraduate student orientation (placement tests, parents' orientation, registration)  |
| January 8           | Sunday             | Hostels open for continuing students check-in  |
| January 9           | Monday             | <ul style="list-style-type: none"> <li>• Instruction begins for Spring Semester 2023</li> <li>• 10% tuition charge on dropped courses begins</li> <li>• Interest charge of 1.5% per month on fee balances begins</li> </ul>  |
| January 16          | Monday             | <ul style="list-style-type: none"> <li>• 25% tuition charge on dropped courses begins</li> <li>• Last day to register for classes without being charged late fee</li> <li>• Add/drop fee of Ksh. 525 begins</li> </ul>   |
| January 17          | Tuesday            | Late registration fee of Ksh. 2,100.00 assessed  |
| January 20          | Friday             | <ul style="list-style-type: none"> <li>• Last day for late registration and course addition</li> <li>• Last day to drop a course and receive a 75% refund (no more partial refund on dropped courses after this date)</li> <li>• Last day for payment of fees</li> <li>• Last day to get financial clearance to attend Spring Semester 2023</li> </ul> |
| January 27          | Friday             | Fall 2022 End of Semester Special Exams  |
| February 20 - 25    | Monday - Saturday  | <b>MID-TERM EXAM WEEK</b>  |
| February 27         | Monday             | Last day to <b>withdraw</b> from classes   |
| March 3             | Friday             | Math and English placement tests (2 <sup>nd</sup> sitting)   |
| March 10            | Friday             | IST placement test (2 <sup>nd</sup> sitting)   |
| March 17            | Friday             | Mid-Semester Special Exams   |
| March 20 - 24       | Monday - Friday    | Undergraduate pre-registration for Summer Semester 2023  |
| March 24            | Friday             | All Undergraduate and Graduate (MBA only) admission application deadline for Summer Semester 2023  |
| March 27            | Monday             | <ul style="list-style-type: none"> <li>• Doctorate &amp; Graduate pre-registration for Summer Semester 2023</li> <li>• Web registration continues to Friday, January 20, 2023 for all students</li> </ul>  |
| April 1             | Saturday           | <b>INSTRUCTION FOR SPRING SEMESTER 2023 ENDS</b>   |
| April 3             | Monday             | <b>FINAL EXAMS COMMENCE - All Monday Exams</b>   |
| April 7             | Friday             | <ul style="list-style-type: none"> <li>• Good Friday holiday observed. No classes</li> <li>• USIU-Africa offices closed</li> </ul>   |
| April 10            | Monday             | <ul style="list-style-type: none"> <li>• Easter Monday holiday observed. No classes</li> <li>• USIU-Africa offices closed</li> </ul>   |
| April 11 - April 15 | Tuesday - Saturday | <b>FINAL EXAM WEEK</b>   |
| April 16            | Sunday             | Check-out of hostels   |
| April 19 - 21       | Wednesday - Friday | Student leadership training (leadership retreat)   |
| April 28            | Friday             | Summer Graduate orientation  |

*Spring 2023 Academic Recess: April 16, 2023 - May 7, 2023 (3 weeks break)*

## Summer Semester 2023

### May 2, 2023 -August 5, 2023 (14 Weeks)

|               |                   |   |
|---------------|-------------------|---|
| April 28      | Friday            | Spring 2023 grades due in the Registrar's office  |
| May 1         | Monday            | <ul style="list-style-type: none"> <li>Labor Day holiday observed. No classes</li> <li>USIU-Africa offices are closed</li> </ul>  |
| May 2 - 5     | Tuesday - Friday  | Undergraduate Summer student orientation (placement tests, parent's orientation, registration)  |
| May 7         | Sunday            | Hostels open for continuing students check-in   |
| May 8         | Monday            | <ul style="list-style-type: none"> <li>Instruction begins for Summer Semester 2023</li> <li>10% tuition charge on dropped courses begins</li> <li>Interest charge of 1.5% per month on fee balances begins</li> </ul>   |
| May 15        | Monday            | <ul style="list-style-type: none"> <li>25% Tuition charge on dropped courses begins</li> <li>Last day to register for classes without paying late</li> <li>Add/drop fee of Ksh. 525 begins</li> </ul>   |
| May 16        | Tuesday           | Late registration fee of Ksh. 2,100.00 assessed   |
| May 19        | Friday            | <ul style="list-style-type: none"> <li>Last day for late; registration and course addition</li> <li>Last day to drop a course and receive a 75% refund (no more partial refund on dropped courses after this date)</li> <li>Last day for payment of fees</li> <li>Last day to get financial clearance to attend Summer Semester 2023</li> </ul> |
| May 26        | Friday            | Spring 2023 End Semester Special Exams  |
| June 1        | Thursday          | <ul style="list-style-type: none"> <li>Madaraka Day holiday observed. No classes</li> <li>USIU-Africa offices closed</li> </ul>   |
| June 19 - 24  | Monday - Saturday | <b>MID-TERM EXAM WEEK</b>   |
| June 26       | Monday            | Last day to withdraw from classes   |
| June 29       | Thursday          | Undergraduate and Graduate (all majors) application deadline for Fall Semester 2023   |
| June 30       | Friday            | Math and English placement tests (2 <sup>nd</sup> sitting)  |
| June 30       | Friday            | <ul style="list-style-type: none"> <li>IST placement test (2<sup>nd</sup> sitting)</li> </ul>   |
| July 4        | Tuesday           | <ul style="list-style-type: none"> <li>U.S. Independence holiday observed</li> <li>USIU-Africa offices closed. No classes</li> </ul>  |
| July 14       | Friday            | Mid-Semester Special Exams  |
| July 17 - 21  | Monday - Friday   | Undergraduate pre-registration for Fall Semester 2023   |
| July 29       | Monday            | <ul style="list-style-type: none"> <li>Doctorate &amp; Graduate pre-registration for Fall Semester 2023</li> <li>Web registration for all continues through Friday, September 15, 2023</li> </ul>   |
| August 5      | Saturday          | <b>INSTRUCTION FOR SUMMER SEMESTER 2023 ENDS</b>  |
| August 7 - 12 | Monday - Saturday | <b>FINAL EXAMS</b>  |
| August 13     | Sunday            | Check-out of hostels  |

*Summer Semester 2023 Academic Recess: August 13 - September 4, 2023 (3 weeks break)*

# 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: NCBA BANK KENYA LTD

BRANCH NAME:UPPER HILL BRANCH, MARA & RAGATI ROADS,

POSTAL ADDRESS:P.O. BOX 44599-00100

CITY:NAIROBI, KENYA.

TELEPHONE:+254(0)20-2884000/0711056000/0732156000

Kenya Shillings Account Number:6438840014

US Dollar Account Number:6462210014

Account Name:USIU or U.S. International University

SWIFT Code:CBAFKENX

Intermediary Bank:JP Morgan Chase Bank, New York

SWIFT Code:CHASUS33

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### Bank: Co-Operative Bank Of Kenya

Branch: CO-OP House, Haile Selassie Avenue,

KES Account Number: 01120002134100

Account Name: United States International University - Africa

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### Bank: Standard Chartered Bank Kenya

Branch: Kenyatta Avenue

KES Account Number: 0104023439700

Account Name: United States International University - Africa

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### 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

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### Bank: Absa Bank Kenya PLC

Bank Name: Absa Bank Kenya PLC,

Bank Code: 03

Branch: Westlands

Branch Code: 073

Swift Code: BARCKENX

Account Number: 2037727558

Account Name: United States International University

## ONLINE CARD PAYMENT

To make the online card payment:

- Login to the CX Student Portal <https://cx.usiu.ac.ke>
- Click on the Student Tab and go to My Account Info
- Click on Balances and then go to Make a Payment
- Input the semester you intend to make payment for and the amount you wish to pay.
- Click on Submit then press Continue. This will lead you to the Secure Payment Portal where you will be required to fill in your details that are starred as mandatory (\*)
- Under Payment Details select the card you want to use Visa or Mastercard
- Enter the card number, followed by the expiry date and the three-digit CVN number at the back of your card and click next.
- You will be redirected to select how to receive the VISA 3D Secure code on your card or the MasterCard Secure Code code

## MOBILE MONEY PAYMENTS (M-PESA)

To pay on M-PESA, please follow the prompts below:

- Go to M-PESA
- Select Lipa na M-PESA
- Click Pay bill
- Enter Business number: 516900
- Enter Account number: Student ID – (hyphen) then purpose code. (FOR EXAMPLE 664XXX-TUIT, or 664XXX-ADM)
- Enter the amount you wish to pay
- Enter your PIN and click send.

**The following codes will apply when making different payments:**

- For Tuition Fee, Graduation fee, Diploma replacement and any other fee payment use the code – TUIT
- Application Fee – ADM
- Pupils' Pass – PPP
- Transcripts – TSPT
- For Cafeteria Meals – CFM
- Educate Your Own – EYO
- Transport – TRN
- Room reservation – RSV
- Alumni Fee/Membership – ALN
- Alumni Library Fee with code – ALF
- Alumni Fund raising – AFR

**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)

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For more information, use the contacts below:

United States International University-Africa

P.O. Box 14634-00800, Nairobi- Kenya

Telephone: +254 730116 000/300

Admissions Email: [admit@usiu.ac.ke](mailto:admit@usiu.ac.ke)

Registrar's Email: [registrar@usiu.ac.ke](mailto:registrar@usiu.ac.ke)

Finance Email: [finance@usiu.ac.ke](mailto:finance@usiu.ac.ke)