



UNITED STATES INTERNATIONAL UNIVERSITY-AFRICA

**2024**  
**2025** **ACADEMIC**  
**CALENDAR**

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 **United States  
International  
University-Africa**  
Education to take you places

## Fall Semester 2024

### September 2, 2024 – December 7, 2024 (14 Weeks)

<b>August 23</b>	<b>Friday</b>	<b>Graduate orientation and registration</b>
August 23	Friday	Summer 2024 grades due in the Registrar's office
<b>August 26 - 30</b>	<b>Monday - Friday</b>	<b>Undergraduate Fall 2024 student orientation (placement tests, parents' orientation, registration)</b>
September 1	Sunday	Hostels open for student check-in
<b>September 2</b>	<b>Monday</b>	<ul style="list-style-type: none"> <li>• <b>INSTRUCTION BEGINS FOR FALL SEMESTER 2024</b></li> <li>• <b>Last day for payment of fees without interest charges</b></li> <li>• <b>10% tuition charge on dropped courses begins</b></li> </ul>
<b>September 3</b>	<b>Tuesday</b>	<ul style="list-style-type: none"> <li>• <b>Interest Charge of 1.5% per month on fee balances begins</b></li> </ul>
September 9	Monday	<ul style="list-style-type: none"> <li>• <b>25% tuition charge on dropped courses begins</b></li> <li>• Last day to register for classes without being charged late fee</li> <li>• Add/drop fee of Ksh. 600 begins</li> </ul>
September 10	Tuesday	Late registration fee of Ksh. 3,000.00 applies
September 13	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>• <b>Last day to get financial clearance for those with previous semester fee balances</b></li> </ul>
September 20	Friday	<b>SUMMER 2024 END SEMESTER SPECIAL EXAMS</b>
September 27	Friday	Freida Brown Day
September 30	Monday	Undergraduate and Graduate (MBA) admission application deadline for Spring 2025
<b>October 7 - 13</b>	<b>Monday - Friday</b>	<b>Commencement preparation week</b>
<b>October 10</b>	<b>Thursday</b>	<ul style="list-style-type: none"> <li>• <b>Huduma Day holiday observed</b></li> <li>• <b>USIU-Africa Offices Closed</b></li> </ul>
<b>October 12</b>	<b>Saturday</b>	<b>COMMENCEMENT DAY</b>
<b>October 14 - 19</b>	<b>Monday - Saturday</b>	<b>MID-SEMESTER EXAM</b>
<b>October 20</b>	<b>Sunday</b>	<b>Mashujaa Day holiday</b>
<b>October 21</b>	<b>Monday</b>	<ul style="list-style-type: none"> <li>• <b>Mashujaa Day holiday observed</b></li> <li>• <b>USIU-Africa offices closed</b></li> </ul>
October 22	Tuesday	Last day to <b>WITHDRAW</b> from classes
October 25	Friday	Second sitting of English and Math placement tests
November 1	Friday	Second sitting of IST placement tests
November 8	Friday	<b>MID-SEMESTER SPECIAL EXAMS</b>
November 11 - 15	Monday - Friday	Undergraduate pre-registration for Spring semester 2025
November 18	Monday	Doctorate & Graduate pre-registration for Spring semester 2025 Web registration continues through January 24, 2025
<b>November 30</b>	<b>Saturday</b>	<b>INSTRUCTION FOR FALL SEMESTER 2024 ENDS</b>
<b>December 2 - 7</b>	<b>Monday - Saturday</b>	<b>FINAL EXAM WEEK</b>
December 8	Sunday	Check out of hostels
<b>December 12</b>	<b>Thursday</b>	<ul style="list-style-type: none"> <li>• <b>Jamhuri Day (holiday) observed</b></li> <li>• <b>USIU-Africa offices are closed</b></li> </ul>
December 13	Friday	Graduate & Doctorate student orientation and registration for Spring semester 2025
<b>December 17</b>	<b>Tuesday</b>	<b>University proceeds on recess</b>

*Fall Semester 2024 Academic Recess: December 9, 2024 - January 9, 2024 (4 weeks break)*

## Spring Semester 2025

### January 6, 2025 – April 19, 2025 (14 Weeks)

January 3	Friday	Fall 2024 grades due in the Registrar's office
<b>January 6 - 10</b>	<b>Monday - Friday</b>	<b>Undergraduate student orientation (placement tests, parents' orientation, registration)</b>
January 12	Sunday	Hostels open for student check-in
<b>January 13</b>	<b>Monday</b>	<ul style="list-style-type: none"> <li>• <b>INSTRUCTION BEGINS FOR SPRING SEMESTER 2025</b></li> <li>• <b>Last day for payment of fees without interest charges</b></li> <li>• <b>10% tuition charge on dropped courses begins</b></li> </ul>
<b>January 14</b>	<b>Tuesday</b>	<ul style="list-style-type: none"> <li>• <b>Interest Charge of 1.5% per month on fee balances begins</b></li> </ul>
January 20	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. 600 begins</li> </ul>
January 21	Tuesday	Late registration fee of Ksh. 3,000.00 applies
January 24	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>• <b>Last day to get financial clearance for those with previous semester fee balances</b></li> </ul>
<b>January 31</b>	<b>Friday</b>	<b>FALL 2024 END OF SEMESTER SPECIAL EXAMS</b>
<b>February 24 - March 1</b>	<b>Monday - Saturday</b>	<b>MID-SEMESTER EXAM WEEK</b>
March 3	Monday	Last day to <b>WITHDRAW</b> from classes
March 7	Friday	Second sitting of English and Math placement tests
March 14	Friday	Second sitting of IST placement tests
<b>March 21</b>	<b>Friday</b>	<b>MID-SEMESTER SPECIAL EXAMS</b>
March 24 - 28	Monday - Friday	Undergraduate pre-registration for Summer semester 2025
March 31	Monday	<ul style="list-style-type: none"> <li>• Doctorate &amp; Graduate pre-registration for Summer semester 2025</li> <li>• Online registration continues to Friday, May 23, 2025 for all students</li> </ul>
March 31	Monday	All Undergraduate and Graduate (MBA only) admission application deadline for Summer semester 2025
<b>April 10</b>	<b>Thursday</b>	<b>INSTRUCTION FOR SPRING SEMESTER 2025 ENDS</b>
<b>April 8 - 13</b> <b>April 14 - 17</b>	<b>Friday - Saturday</b> <b>Monday - Thursday</b>	<b>FINAL EXAMS WEEK</b>
<b>April 18</b>	<b>Friday</b>	<b>Good Friday holiday observed</b> <b>USIU-Africa offices closed</b>
<b>April 21</b>	<b>Monday</b>	<b>Easter Monday holiday</b> <b>USIU-Africa offices closed</b>
April 20	Tuesday	Check-out of hostels
<b>April 30</b>	<b>Wednesday</b>	<b>Summer Graduate orientation</b>

*Spring 2025 Academic Recess: April 18, 2025 - May 4, 2025 (2 weeks break)*

## Summer Semester 2025

### May 12, 2025 -August 16, 2025 (14 Weeks)

May 1	Thursday	<ul style="list-style-type: none"> <li>Labor Day holiday observed</li> <li>USIU-Africa offices are closed</li> </ul>
May 2	Friday	Spring 2025 grades due in the Registrar's office
May 5 - 9	Monday - Friday	Undergraduate Summer student orientation (placement tests, parents' orientation, registration)
May 11	Sunday	Hostels open for continuing students check-in
May 12	Monday	<ul style="list-style-type: none"> <li>Instruction begins for Summer semester 2025</li> <li>Last day for payment of fees without interest charges</li> <li>10% Tuition charge on dropped courses begins</li> </ul>
May 13	Tuesday	Interest charge of 1.5% per month on fee balances begins
May 19	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. 600 begins</li> </ul>
May 20	Tuesday	Late registration fee of Ksh. 3,000.00 applies
May 23	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 to get financial clearance for those with previous semester fee balances</li> </ul>
May 30	Friday	<b>SPRING 2025 END SEMESTER SPECIAL EXAMS</b>
June 1	Sunday	<ul style="list-style-type: none"> <li>Madaraka Day holiday</li> <li>USIU-Africa offices closed</li> </ul>
June 2	Monday	<ul style="list-style-type: none"> <li>Madaraka Day holiday observed</li> <li>USIU-Africa offices closed</li> </ul>
June 23 - 28	Monday - Saturday	<b>MID-SEMESTER EXAM WEEK</b>
June 30	Monday	Last day to <b>WITHDRAW</b> from classes
June 30	Monday	Undergraduate and Graduate (all majors) application deadline for Fall semester 2025
July 4	Friday	<ul style="list-style-type: none"> <li>U.S. Independence holiday observed</li> <li>USIU-Africa offices closed</li> </ul>
July 11	Friday	Second sitting of Math, English & IST placement tests
July 18	Friday	<b>MID-SEMESTER SPECIAL EXAMS</b>
July 21 - 25	Monday - Friday	Undergraduate pre-registration for Fall semester 2025
July 28	Monday	<ul style="list-style-type: none"> <li>Doctorate &amp; Graduate pre-registration for Fall semester 2025</li> <li>Online registration for all continues through Friday, September 19, 2025</li> </ul>
August 9	Saturday	<b>INSTRUCTION FOR SUMMER SEMESTER 2025 ENDS</b>
August 11 - 16	Monday - Saturday	<b>FINAL EXAMS</b>
August 17	Sunday	Check-out of hostels
August 20 - 22	Wednesday - Friday	Student leadership training (leadership retreat)

Summer Semester 2025 Academic Recess: August 18 - September 7, 2025 (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:

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WhatsApp: +254 755 844 849

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

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