UNITED STATES INTERNATIONAL UNIVERSITY-AFRICA

2023 / 2024 ACADEMIC CALENDAR

USIU AFRICA
United States
International
University-Africa
Education to take you places

Fall Semester 2023
September 4, 2023 – December 9, 2023 (14 Weeks)

August 25	**Friday**	**Graduate orientation and registration**
August 25	**Friday**	Summer 2023 grades due in the Registrar's Office
August 28 - September 1	**Monday - Friday**	**Undergraduate Fall 2023 student orientation (placement tests, parents' orientation, registration)**
September 3	Sunday	Hostels open for student check-in
September 4	**Monday**	• Instruction begins for Fall Semester 2023 • Last day for payment of fees without interest charges • 10% tuition charge on dropped courses begins
September 5	Tuesday	• Interest Charge of 1.5% per month on fee balances begins
September 11	**Monday**	• 25% tuition charge on dropped courses begins • Last day to register for classes without being charged late fee; • Add/drop fee of Ksh. 525 begins
September 12	Tuesday	Late registration fee of Ksh. 2,100.00 assessed
September 15	**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 to get financial clearance for those with previous semester fee balances
September 22	Friday	• Summer 2023 End Semester Special Exams • Freida Brown Day • Undergraduate and Graduate admission application deadline for Spring 2024
October 9 - 13	**Monday - Friday**	**Commencement preparation week**
October 10	Tuesday	• Huduma Day holiday observed • USIU-Africa Offices Closed
October 14	**Saturday**	**Commencement Day**
October 16 - 19 **October 27 & 21**	**Monday - Thursday** **Friday & Saturday**	**MID-TERM EXAM**
October 20	**Friday**	• Mashujaa Day holiday observed. No classes • USIU-Africa offices closed
October 23	Monday	Last day to **WITHDRAW** from classes
November 3	**Friday**	**Second sitting of English and Math placement tests**
November 10	Friday	Mid-Semester special exams
November 13 - 17	**Monday - Friday**	**Undergraduate pre-registration for Spring Semester 2024**
November 20	Monday	Doctorate & Graduate pre-registration for Spring Semester 2024 Web registration continues through January 19, 2024
November 24	**Friday**	**Second sitting of the IST placement exam**
December 2	Saturday	**INSTRUCTION FOR FALL SEMESTER 2023 ENDS**
December 4 - 9	**Monday - Saturday**	**FINAL EXAM WEEK**
December 10	Sunday	• Check out of hostels
December 12	**Tuesday**	• Jamhuri Day (holiday) observed. No classes • USIU-Africa offices are closed
December 13	Wednesday	Graduate & Doctorate student orientation and registration for Spring 2024
December 15	**Friday**	**University proceeds on recess**

Fall Semester 2023 Academic Recess: December 10, 2023 - January 8, 2024 (4 weeks break)

Spring Semester 2024
January 8, 2024 – April 15, 2024 (14 Weeks)

Date	Day	Event
December 22	Friday	Fall 2023 grades due in the Registrar's office
January 2 - 5	Tuesday - Friday	**Undergraduate student orientation (placement tests, parents' orientation, registration)**
January 6	Sunday	Hostels open for student check-in
January 8	Monday	• Instruction begins for Spring Semester 2024 • Last day for payment of fees without interest charges • 10% tuition charge on dropped courses begins
January 9	Tuesday	• Interest Charge of 1.5% per month on fee balances begins
January 15	Monday	• 25% tuition charge on dropped courses begins • Last day to register for classes without being charged late fee • Add/drop fee of Ksh. 525 begins
January 16	Tuesday	Late registration fee of Ksh. 2,100.00 assessed
January 19	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 to get financial clearance for those with previous semester fee balances
January 26	Friday	Fall 2023 End of Semester Special Exams
February 19 - 24	Monday - Saturday	**MID-TERM EXAM WEEK**
February 26	Monday	Last day to **WITHDRAW** from classes
March 1	Friday	Math and English placement tests (2nd sitting)
March 8	Friday	IST placement test (2nd sitting)
March 15	Friday	Mid-Semester Special Exams
March 18 - 22	Monday - Friday	Undergraduate pre-registration for Summer Semester 2024
March 25	Monday	• Doctorate & Graduate Pre-registration for Summer Semester 2024 • Web registration continues to Friday, May 17, 2024 for all students
March 29	Friday	• Good Friday holiday observed. No classes • USIU-Africa offices closed
April 1	Monday	• Easter Monday holiday observed. No classes • USIU-Africa offices closed
April 2	Tuesday	All Undergraduate and Graduate admission application deadline for Summer Semester 2023
April 6	Saturday	**INSTRUCTION FOR SPRING SEMESTER 2023 ENDS**
April 8 - 13	Monday - Saturday	**FINAL EXAMS WEEK**
April 14	Sunday	Check-out of hostels
April 17 - 19	Wednesday - Friday	Student leadership training (leadership retreat)
April 26	Friday	**Summer Graduate orientation**

Spring 2024 Academic Recess: April 15, 2024 - May 5, 2024 (3 weeks break)

Summer Semester 2024
May 6, 2024 -August 10, 2024 (14 Weeks)

April 29 - May 3	Monday - Friday	Undergraduate Summer student orientation (placement tests, parent's orientation, registration)
May 1	Monday	• Labor Day holiday observed. No classes • USIU-Africa offices are closed
May 3	Friday	Spring 2024 grades due in the Registrar's office
May 5	Sunday	Hostels open for continuing students check-in
May 6	Monday	• Instruction begins for Summer Semester 2024 • Last day for payment of fees without interest charges • 10% Tuition charge on dropped courses begins
May 7	Tuesday	Interest Charge of 1.5% per month on fee balances begins
May 13	Monday	• 25% Tuition charge on dropped courses begins • Last day to register for classes without paying late • Add/drop fee of Ksh. 525 begins
May 14	Tuesday	Late registration fee of Ksh. 2,100.00 assessed
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 to get financial clearance for those with previous semester fee balances
May 24	Friday	Spring 2024 End Semester Special Exams
June 1	Saturday	• Madaraka Day holiday observed. No classes • USIU-Africa offices closed
June 17 - 22	Monday - Saturday	MID-TERM EXAM WEEK
June 24	Monday	Last day to WITHDRAW from classes
June 27	Thursday	Undergraduate and Graduate (all majors) application deadline for Fall Semester 2024
June 28	Friday	Math and English placement tests (2nd sitting)
July 4	Thursday	• U.S. Independence holiday observed • USIU-Africa offices closed. No classes
July 5	Friday	IST placement test (2nd sitting)
July 12	Friday	Mid-Semester Special Exams
July 15 - 19	Monday - Friday	Undergraduate pre-registration for Fall Semester 2024
July 22	Monday	• Doctorate & Graduate pre-registration for Fall Semester 2024 • Web registration for all continues through Friday, September 13, 2024
August 3	Saturday	INSTRUCTION FOR SUMMER SEMESTER 2024 ENDS
August 5 - 10	Monday - Saturday	FINAL EXAMS
August 11	Sunday	Check-out of hostels

Summer Semester 2024 Academic Recess: August 11 - September 1, 2024 (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

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

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For more information, use the contacts below:

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WhatsApp: +254 755 844 849

Admissions Email: admit@usiu.ac.ke

Registrar's Email: registra@usiu.ac.ke

Finance Email: finance@usiu.ac.ke