



UNITED STATES INTERNATIONAL UNIVERSITY-AFRICA

**2022**  
**2023** **ACADEMIC**  
**CALENDAR**

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



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 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	<b>University proceeds on recess</b>

*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
<b>February 20 - 25</b>	<b>Monday - Saturday</b>	<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>
<b>March 31 - April 6</b>	<b>Monday - Friday</b>	<b>FINAL EXAM WEEK</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 9	Sunday	Check-out of hostels
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 19 - 21	Wednesday - Friday	Student leadership training (leadership retreat)
April 21	Friday	Summer Graduate orientation

*Spring 2023 Academic Recess: April 8, 2023 - May 2, 2023 (3 weeks break)*

## Summer Semester 2023

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

April 24 - 28	Monday - Friday	Undergraduate Summer student orientation (Placement tests, parent's orientation, registration)
April 28	Friday	Spring 2023 grades due in the Registrar's office
April 30	Sunday	Hostels open for continuing students check in
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	Tuesday	<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 8	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 9	Tuesday	Late registration fee of Ksh. 2,100.00 assessed
May 12	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 19	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 12 - 17	Monday - Saturday	<b>MID-TERM EXAM WEEK</b>
June 19	Monday	Last day to withdraw from classes
June 22	Thursday	Undergraduate and Graduate (all majors) application deadline for Fall Semester 2023
June 23	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 7	Friday	Mid-Semester Special Exams
July 10 - 25	Monday - Friday	Undergraduate pre-registration for Fall Semester 2023
July 17	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>
July 29	Saturday	<b>INSTRUCTION FOR SUMMER SEMESTER 2023 ENDS</b>
July 31 - August 5	Monday - Saturday	<b>FINAL EXAMS</b>
August 7	Sunday	Check-out of hostels

*Summer Semester 2023 Academic Recess : August 7 - September 4, 2023 (4 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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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)