

## AKILAH INSTITUTE FOR WOMEN APPLICATION

Dear Applicant,

Thank you for your interest in the Akilah Institute for Women (Akilah). Applying to Akilah demonstrates a proven desire to invest in your future and in the future of Rwanda. We welcome your application to Akilah's Class of 2014, as it demonstrates your desire for personal and professional development, as well as your commitment to providing strong leadership for your community. Before you complete this application, please learn as much as possible about Akilah through our website to determine if Akilah is the right college for you.

### Application Calendar

- **March 2, 2012:** Deadline for application (no late applications will be accepted)
- **March 16, 2012:** Applicant will receive an email or text message as confirmation that we have received her completed application
- **May 1, 2012:** Candidate finalists invited for next step in the admissions process
- **May 1 – June 1, 2012:** Finalists will be invited to campus for the English entrance exam and interview with faculty
- **June 20, 2012:** Notification of accepted students and scholarship package
- **July 1, 2012:** Confirmation from candidate of attendance to Akilah
- **July 15, 2012:** Candidate deadline for first payment of school tuition
- **September 10, 2012:** Classes begin

We are excited that you are applying to Akilah, and wish you the best as you continue on your path to becoming a leader in your community.

Best,  
Akilah Institute for Women

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## APPLICATION INSTRUCTIONS

The Akilah application consists of eleven (11) components, all of which must be completed. **We will not evaluate applications that are incomplete.**

1. Personal Data
2. Academic Information: Please also attach applicant's last two (2) school reports, Secondary School diploma, and National Exam results
3. Extracurricular Activities
4. Household Information
5. Financial Information: Please attach all documents as requested in this section
6. Recruitment Information
7. Short Answer Questions

8. Essay Questions for Diploma Track #1: Hospitality Management – Answer this section **ONLY** if you are applying for the Hospitality Management Diploma program
9. Essay Questions for Diploma Track #2: Entrepreneurship – Answer this section **ONLY** if you are applying for the Entrepreneurship Diploma program
10. Certification and Authorization
11. Two (2) Reference Letters: These letters must be submitted in a sealed envelope with the reference person’s signature across the seal of the envelope. These letters must be from two different people who know you well (not a parent or a relative): Employer / Teacher / School Director / Religious Leader

**Submitting Your Application:**

Please submit **ALL** of the required documents listed above at the same time in **ONE** large envelope. Please write your name and phone number on every page of your application, as well as on the outside of the envelope. Every application package must be submitted either to the Akilah campus in Kibagabaga (see directions below), or at the following Province locations:

- Northern Province:** Assemblies of God Church | Near GSK Secondary School | Cyuve Sector, Musanze District | Pastor Theodore Safari | 072.249.6840
- Eastern Province:** Revelation Church | Before Amizero Training Center | Kayonza District | Pastor Daniel Mwesige | 078.843.9115
- Southern Province:** Assemblies of God Church | In Gataka, near petroleum station towards Yezu Nyirintumwa | Ruhango Sector, Ruhango District | Vincent Ntakirutimana | 078.872.7725
- Western Province:** Youth Friendly Center | Behind the Inyemeramihigo College | Rugerero Sector, Rubavu District | Victor Kayoboke | 072.862.2691

**Deadline:**

All completed applications must be **received** by **2 March 2012**. We strongly encourage you to submit your application as soon as possible.

**Confirmation of Receipt:**

You will receive a confirmation via SMS and/or email after we have received your completed application. Please contact Holly Ziskal in the Admissions Office at +250.78.838.4070 **only** if you do not receive a confirmation message by 16 March 2012.

**Directions to Akilah Campus (Kibagabaga):**

The Akilah Institute is next to Kibagabaga Hospital (across the valley from MTN Center):

\*\*\* From MTN Center (Nyarutarama). Drive towards K-Club/Kobil gas station. Turn right on Kinyinya-Kibagabaga Road, then turn right again after 500 meters on Kibagabaga road (up a steep hill.) At the top of the hill, you will see a large Akilah Institute sign on the main road. Turn right onto this dirt road. Take your first right onto another dirt road. This will dead end into our parking lot.

\*\*\*From Kimironko. Pass the market and Bank Populaire. Turn left on Kibagabaga road, and drive all the way to the Kibagabaga Hospital (near Isaro Housing Estate.) Turn left on the first dirt road after the Kibagabaga Hospital. There is a large sign on the roadside for Akilah Institute. Take your first right (another dirt road) and this will dead end into our parking lot.



School telephone: (+ )		School email:	
School year begins:	School year ends:	Date of graduation: ____/____/____ <small>Day Month Year</small>	
Principal's or head of school's name:			
Principal's or head of school's telephone and email:			
Please attach certified or attested copies of all available public board examinations, certificates and transcripts from Secondary School. Please ensure all documents are in English or translated into English. Please check the boxes to indicate whether each document is attached or not applicable.			
Secondary School test scores: <input type="checkbox"/> Attached <input type="checkbox"/> N/A		Secondary School certificate: <input type="checkbox"/> Attached <input type="checkbox"/> N/A	
International examinations: O/A Levels/SAT/TOEFL/IELTS/IB: <input type="checkbox"/> Attached <input type="checkbox"/> N/A			
<b>3. EXTRACURRICULAR ACTIVITIES</b>			
Briefly list significant extracurricular and community activities in which you have participated during Secondary School (e.g.: sports, dance, music, arts, class monitor, clubs, food relief, local fair, community service, etc...). Use the following format to list your activities: <b>Name of Activity / Organization Year / Length of Involvement.</b>			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Please indicate any leadership roles, special distinctions, or awards obtained. Please use the following format to list these: <b>Leadership Role, Special Distinction, or Award / Year Received.</b>			
1.		4.	
2.		5.	

3.	6.
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Please indicate any Hobbies or Interests that you participate in outside of school.

1.	3.
2.	4.

Please list any paid jobs you have held during the past three years – starting with the most recent – using the following format: **Employer, Description of Job Duties, Dates, Hours per Week.**

1.
2.
3.
4.

#### 4. HOUSEHOLD INFORMATION

Mother's full name:	
Father's full name:	
Mother living: <input type="checkbox"/> Yes <input type="checkbox"/> No	Father living: <input type="checkbox"/> Yes <input type="checkbox"/> No
Mother's age:	Father's age:
Parent's address (if different from applicant):	
Mother's occupation:	Position / Rank:
Mother's employer / Business name:	
Mother's employer / Business address:	
Mother's employer / Business telephone: (+ )	Mother's education level:
Does your Mother have any disabilities (please describe):	
Father's occupation:	Position / Rank:
Father's employer / Business name:	
Father's employer / Business address:	

Father's employer / Business telephone: (+ )	Father's education level:
Does your Father have any disabilities (please describe):	
Dependents – Please list the number of people, including yourself, who depend on the income of your parents for daily living expenses:	
Please list each of your siblings' information in the following format: <b>Name, Age, Gender, Education Level and Year Completed, and Occupation (if any):</b>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
<b>5. FINANCIAL INFORMATION</b>	
Akilah's tuition is \$3,350 per year. We offer financial assistance to qualified students ranging from \$2,650-\$3,000 based upon an assessment of the student's and family's financial situation. Filling out the remainder of this form and providing supporting documentation will allow the applicant to be considered for financial aid. Incomplete forms will not be considered for financial aid. All information provided will be kept strictly confidential.	
Please indicate below the total household income earned during the last year, including all amounts from the mother and father's employment, any family business or real estate holdings, savings and investments, and any other sources of income.	
Total annual household income (in RWF):	
Asset Information	
Does your family own a home / apartment: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes:	
a. Number of homes / apartments owned:	
b. Type of home in which you currently reside (e.g. inherited, purchased, self-built, thatched cottage, 4-bedroom house, etc...):	
c. Present value of the home in which you currently reside (in RWF):	
Do your parents run a business: <input type="checkbox"/> Yes <input type="checkbox"/> No	

If yes:

- a. Nature of the business:
- b. Number of employees:
- c. Yearly revenue of the business (in RWF):

Household Amenities

Does your family own a car:       Yes       No

Please list the number of domestic helpers your family has:

Please list the number of computers / laptops / TVs your family owns:

Please list the number of mobile phones your family owns:

Does your family own a washing machine:       Yes       No

Documentation

Please attach all available forms of documentation if applying for a scholarship. If any of the items below are checked "Unavailable or N/A," please provide a sworn statement of valid reason(s) signed by the applicant on a separate page. Please write applicant's name on all additional / supporting documents submitted with this form.

Most recent income tax certificate / acknowledgement receipt – Issued by proper tax authority with official stamps on it indicating tax paid in the last tax year:

Attached                       Unavailable                       N/A

Copy of Taxpayer Identification Number (TIN) or proper taxpayer number / certificate issued by the proper tax authority:

Attached                       Unavailable                       N/A

Land tax form / rental receipt:       Attached                       Unavailable                       N/A

Employer statement of most recent salary and other benefits / salary slip:

Attached                       Unavailable                       N/A

Bank statements for last six months:       Attached                       Unavailable                       N/A

Trade license:                       Attached                       Unavailable                       N/A

Community certification for farmers:       Attached                       Unavailable                       N/A

Other:                       Attached                       Unavailable                       N/A

## 6. RECRUITMENT INFORMATION

How did you hear about Akilah (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Akilah Information Session                           | <input type="checkbox"/> Friend                 |
| <input type="checkbox"/> Province / District / Sector / Cell / Village Leader | <input type="checkbox"/> Umuganda               |
| <input type="checkbox"/> Akilah Website                                       | <input type="checkbox"/> Email / Text Message   |
| <input type="checkbox"/> Facebook   | <input type="checkbox"/> Current Akilah Student |

## 7. SHORT ANSWER ESSAY QUESTIONS

Please answer the following questions in English on a separate sheet of paper. Be sure to include your full name on the top of each page. You must answer each question by yourself – do not ask anyone for help. If you have an essay that is the same as another applicant or is copied from someone else, your application **WILL NOT** be considered. All applicants must answer each question.

1. Akilah prepares students to become leaders in their communities. Provide a specific example of a leadership role that you assumed during a challenging situation. How was this challenge resolved?
2. What are you passionate about?
3. Why will you succeed in Akilah's academically challenging environment?

## 8. HOSPITALITY MANAGEMENT ESSAY QUESTIONS

Please answer the questions in this section ONLY IF YOU ARE APPLYING FOR THE HOSPITALITY MANAGEMENT DIPLOMA PROGRAM. Please answer the following questions in English on a separate sheet of paper. Be sure to include your full name on the top of each page. You must answer each question by yourself – do not ask anyone for help. If you have an essay that is the same as another applicant or is copied from someone else, your application **WILL NOT** be considered.

1. Why are you interested in studying Hospitality Management at Akilah?
2. Rwanda is positioning itself as a global ecotourism destination. If you had the opportunity to have a private meeting with President Paul Kagame, what three (3) recommendations would you make to continue the growth and development of the hospitality and tourism industry in the country? Provide a detailed explanation for each.

## 9. ENTREPRENEURSHIP ESSAY QUESTIONS

Please answer the questions in this section ONLY IF YOU ARE APPLYING FOR THE ENTREPRENEURSHIP DIPLOMA PROGRAM. Please answer the following questions in English on a separate sheet of paper. Be sure to include your full name on the top of each page. You must answer each question by yourself – do not ask anyone for help. If you have an essay that is the same as another applicant or is copied from someone else, your application **WILL NOT** be considered.

1. Entrepreneurs have to work very long hours, make extreme personal sacrifices, and take great risk in order to launch a new venture. Provide specific examples of the characteristics and skills you have that would make you a successful entrepreneur.

2. Rwanda has been ranked the third easiest place to do business in Africa according to the prestigious 2012 “World Bank Doing Business Report.” If you had the opportunity to have a private meeting with President Paul Kagame, what three (3) recommendations would you make to continue positioning Rwanda as a business friendly environment for international and regional investors? Provide a detailed explanation for each.
3. Provide a two (2) page business plan for an original idea, including the following elements:
  - a. Description of your product or service
  - b. Your target client
  - c. Your sales and marketing strategy
  - d. An approximate three (3) year financial plan, including start-up capital and revenue streams

### **10. CERTIFICATION AND AUTHORIZATION**

I declare that the information provided in this application form and all of its attachments are true, correct, and complete. Akilah has my permission to verify the information reported by obtaining additional documentation as needed. I understand that providing false information may result in revocation of an offer of enrollment or financial aid.

Signature:

Date:

## REFERENCE LETTER #1

Please give this to the person who will be writing your FIRST letter of reference.

**Note to the Applicant:** A letter of reference is a letter in which someone who knows you well can summarize your best qualities, characteristics, and capabilities as a person. The letter of reference may **NOT** be written by a member of your family. You may ask a teacher, school director, former or current employer, a religious leader, etc... to write the letter on your behalf. Reference letters may be written in English, French, or Kinyarwanda.

**Note to the Author of your Reference Letter:**

The Akilah Institute for Women offers an academically rigorous course of study for young women seeking to pursue a Business Diploma with a focus in either Hospitality Management or Entrepreneurship. This college is for secondary school graduates, and students who enroll at Akilah must be capable of completing a rigorous, full-time training program with international faculty and a demanding workload. They should be able to contribute to a diverse community built on shared trust and a spirit of collaboration.

Your honest evaluation of this student is an essential part of our admissions process. Please provide details about how long you have known the applicant and in what capacity, and provide specific examples wherever appropriate. In your letter of recommendation, please speak to this student's emotional, social, and intellectual maturity, personal ethics, academic curiosity and aptitude, and demonstrated and potential leadership abilities.

Please be sure that your reference letter includes the student's name at the top of the letter. It should also include the relationship between the student and you (for example: School Director, Supervisor, Teacher, Pastor). If the letter is written by a school official, it must have the school's official stamp by the signature.

Reference letters are an essential part of every candidate's application package. Application packages that do not contain your reference letter will be considered **INCOMPLETE** and they will **NOT** be considered for admission. Therefore, please give your reference letter to the applicant in a sealed envelope with your signature across the seal of the envelope. If you have any questions, please email [admissions@akilahinstitute.org](mailto:admissions@akilahinstitute.org) or call Holly Ziskal at +250.78.838.4070.

## REFERENCE LETTER #2

Please give this to the person who will be writing your **SECOND** letter of reference.

**Note to the Applicant:** A letter of reference is a letter in which someone who knows you well can summarize your best qualities, characteristics, and capabilities as a person. The letter of reference may **NOT** be written by a member of your family. You may ask a teacher, school director, former or current employer, a religious leader, etc... to write the letter on your behalf. Reference letters may be written in English, French, or Kinyarwanda.

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