

UNIVERSITY OF NAIROBI

CENTRE FOR INTERNATIONAL PROGRAMMES & LINKS

INTERNAL MEMO

FROM: Director, CIPL **DATE:** 29 April, 2015
TO: All Deans/Directors **REF:** UON/RPE/CIPL/1/10/14

ATTENTION: ALL INTERNATIONAL STUDENTS

SUBJECT: REQUIREMENTS FOR PASSES FOR INTERNATIONAL STUDENTS

It is a government policy for those coming to Kenya to obtain student passes before they travel from their countries. It is also an offense while in the country to take up studies without a pass. Most international students upon arrival seek information on acquisition of the student pass. Others get to know of this valuable document later, probably from their friends. They are given 3 months visas at the airport arrival with the possibility of extension of another 3 months after registering as an alien at the immigration department. It is assumed that within the stipulated time as visitors they will obtain relevant passes as they continue with their studies.

Requirements for the student pass, internship, and research pass is as follows

- Application Form 30 duly filled and signed in the respective colleges.
- Bonafide or reference letter from the department
- Valid copy of visa and biodata page
- Sponsorship letter from guardian or parent. If self sponsored to attach a bank statement
- Two passport size photos
- Previous academic certificates.
- CV for internship requests
- Research permit from (National Commission for Science Technology and Innovation (NACOSTI) - for research students.

CHARGES ARE AS FOLLOWS

- Research pass @15000 per year
- Internship pass @15000 per year
- Student pass @5000 per year

Other charges

- Registration fees @4500 paid once
- Facilitation fee @2700 per year

Note

For renewal cases students pay facilitation and applicable pass fees payable as may be requested. Upon payment of the stated fees as would be the case the students hand applications forms to the office which then forwards to the department of immigration services, Nyayo house for processing. An acknowledgement note is issued which may be given to the student if requested .It is important to note that the acknowledgement note is a document which is duly recognized by the immigration and by extension authorities. This document can also be used in the absence of having a student pass for as long as is still in the process.

Time duration of processing of this documents vary and sometimes are pegged on the countries in which the students come from which may require further security scrutiny.However, the period ranges from one and half months to four months. The immigration department has the discretion to approve and not to approve issuance of the passes to the students.

Once an approval has been given from the immigration department, the office then processes a banker cheque. The request of the bankers cheque from the finance departments takes a maximum period of one month .After payment to the immigration ,the process again takes 10 working days to have the final document (student pass) ready for the students.

The students are then called to come and collect their passes and subsequently endorse on their passports.

It is important to note that a number of reasons may lead to delay in issuance of a pass on case to case basis by immigration department.

PROF. WILLIAM O OGARA
DIRECTOR
CENTER FOR INTERNATIONAL
PROGRAMMES & LINKS

CC: Vice Chancellor, UoN
Deputy Vice Chancellor, A & F
Deputy Vice Chancellor, AA
Deputy Vice Chancellor , RPE
Deputy Vice Chancellor, SA
College Principals