



KENYATTA UNIVERSITY

CENTRE FOR INTERNATIONAL PROGRAMMES AND COLLABORATIONS

Email: director-linkages@ku.ac.ke

Tel/Ext: 3850, 3849 and 3848

Form 30 generation and application of student pass

Read part 1

(SCAN DOCUMENTS ONE BY ONE CLEARLY LABELLED NOT A CONTINUOUS BOOKLET). To get assistance to apply for Pupils pass, kindly fulfill the following requirements

1. Email **PDF DOCUMENTS (only)** of the following to: (visa-applications@ku.ac.ke)
 1. Police Clearance Certificate from Country of Origin (for all New applicants)
OR for subsequent applicants (those with previous Kenyan pass) to obtain local police clearance from the Director of Criminal Investigation, Kiambu Road, Kenya; an Introductory letter must be obtained from **Admissions Room 114. (PDF)**
 2. Colored Passport size photo (PDF)
 3. Copy of previous(latest) academic certificate (High school, bachelors or Master) (PDF)
 4. Copy of previous pass (if any) (PDF) and University Admission letter
 5. Copy of national passport (Bio-metric page) (PDF)
 6. Copy of Current immigration status (immigration stamped page if in the country) (PDF)
 7. Commitment/Sponsorship typed Letter addressed to Director, Immigration Services, Nyayo House **OR**, bank statement and proof of fee payment to the University). (PDF)
 8. Proof of fee payment to the University (PDF)
 9. National Passport of sponsor (Bio-metric page) (PDF)
 10. For continuing students, progress report or transcript (PDF)
 11. Copy of Admission Letter. (PDF)
 12. On a word document, include Home country Physical Address (Street, House No and Town) and Home country Phone Number.

NB: Attachments MUST be individual files well labelled and attached as PDF documents

For clarification please email visa-applications@ku.ac.ke OR director-linkages@ku.ac.ke or visit Directorate Complex Room 305/ 325

Part 2

For those applying from the EFNS portal (by themselves)

1. Kindly send an email for guidance and present the filled online form 30 to directorate complex room 305/325 for verification and signing
2. Once signed, the forms will be uploaded together with the above documents in part in individual student EFNS portal

Part 3

Communication: Use individual active mails and telephone contact for easy communication