

DEPARTMENT OF IMMIGRATION SERVICES

ISSUANCE OF KENYA STUDENT / RESEARCH / INTERNSHIP PASS

CHECKLIST

(PLEASE TICK AS APPROPRIATE)

NO.	REQUIREMENTS	YES	NO
1.	Application Form 30 duly filled, signed and stamped by the institution head		
2.	Detailed cover letter from the institution addressed to the Director of Immigration Services indicating the course to be pursued and the duration		
3.	Copy of valid national passport(bio-data page)		
4.	Current immigration status of the student/ intern / researcher (if in the country)		
5.	Current two(2) passport size colored photos		
6.	Copies of basic academic certificates (for those joining tertiary institutions)		
7.	Commitment letter from the sponsor		
8.	National passport copy of the sponsor		
9.	Proof of funds (for self-sponsored students)		
10.	Consent letter from the parents (for minors)		
11.	Copy of parent's national transport (for minors)		
12.	Copy of birth certificate (for minors)		
13.	Copy of registration certificate for the institution from the Ministry of Education, Science and technology		
14.	Clearance letter from the Department of Refugee Affairs (for refugees)		
15.	Curriculum vitae (for researchers and interns)		

SUBMITTED BY:

Name:

Cell phone no:

Institution:

ID/ Passport Original seen:

Copy of ID/ Passport attached:

Contact Person:

Email address:

Cell no:

FOR OFFICIAL USE

RECEIVING OFFICER

NAME

REMARKS

SIGNATURE

DATE

INDEXING OFFICER

NAME

REMARKS

SIGNATURE

DATE

RECOMMENDING OFFICER

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