

## **REQUIREMENTS FOR ISSUANCE OF KENYA PUPIL'S PASS/STUDENT'S PERMIT**

The immigration Act Cap 172 provides for issuance of Kenya Pupils' Passes to applicants (foreign students) who wish to pursue their education in Kenya's education or training institutions.

To enable us process the applications expeditiously, kindly provide the following:

### **NEW CASES**

1. Application form (Form 30) dully filled, signed and stamped by the institution.
2. Cover Letter from school stating the **Course** to be pursued as well as the **duration** addressed to:  
  
**The Director of Immigration Services**  
  
**P O Box 30191-00100**  
  
**Nairobi**
3. Valid copy of National Passport (**the bio-data page and Current Immigration Status** for the student).
4. Two coloured passport size photos of the applicant.
5. Commitment letter from parent/guardian/sponsor
6. The institution applying must be registered as an educational establishment. If the institution is relatively new a copy of registration must be submitted together with the application.

### **RENEWAL CASES**

1. Application form (Form 30) dully filled, signed and stamped by the institution.
2. Cover letter from the school indicating the course being pursued as well as the duration.
3. Copies of the progress report/transcript obtained.
4. Copy of the Pupil's Pass previously held.
5. Valid copy of the National Passport.
6. Submission of renewal documents should be done two months prior to the expiry date.

### **FEES FOR STUDENT PASSES:**

ü One Year – Ksh.5,000

ü Two Years – Ksh.10,000