

**DEPARTMENT OF IMMIGRATION SERVICES**

**ISSUANCE OF KENYA STUDENT / RESEARCH / INTERNSHIP PASS**

**CHECKLIST**

(PLEASE TICK AS APPROPRIATE)

<b>NO.</b>	<b>REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>
1.	Application <b>Form 30</b> duly filled, signed and stamped by the institution head		
2.	Detailed <b>cover letter</b> from the institution addressed to the <b>Director of Immigration Services</b> indicating the <b>course</b> to be pursued and the <b>duration</b>		
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 Passport (for minors)		
12.	Copy of birth certificate (for minors)		
13.	Copy of <b>registration certificate</b> 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)		
16.	Police Clearance Certificate		

**Note:**

**In addition to the above, Nigerian nationals must provide an original National Drug Law Enforcement Agency (NDLEA) Clearance Certificate**

**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**

NAME .....

REMARKS .....

SIGNATURE .....

DATE .....