

**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)	x	
4.	Current immigration status of the student/ intern / researcher (if in the country)	x	
5.	Current two(2) passport size colored photos plus a soft copy	x	
6.	Copies of basic academic certificates (for those joining tertiary institutions)	x	
7.	Commitment letter from the sponsor –award letter from IUCEA	x	
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)	x	
16.	Police Clearance Certificate – <b>Mandatory. To be obtained prior to departure from country</b>	x	

**Note:**

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