



AFRICA
INTERNATIONAL
UNIVERSITY

AFRICA INTERNATIONAL UNIVERSITY (AIU)

KENYA PUPIL'S PASS INFORMATION

The Kenya pupil's pass (KPP) is the Kenya international students' study visa and is needed by all international students studying in Kenya. It is the legal document that allows you to study in Kenya while a non-Kenyan. The Admissions Office assists students to apply for this important document and in order for this to happen, students are required to submit required application items to the Admissions Office.

KPP is chargeable and students are required to pay Kshs. 11,225 to A.I.U for this application. Of this money Ksh.10, 000 is the government fee charged for KPP while Ksh.1, 225 is paid to the University as an administrative charge. This payment covers 2 years. If your program of study is longer than 2 years, then you will be required to apply for renewal of KPP at the end of the 2 year period.

You are required to submit the following to facilitate your application:

1. EITHER

A letter from your sponsor/donor organization showing commitment to provide financial assistance towards your education and stay at AIU. This should be an **original copy** signed and sent via post or physically dropped at the admissions office. Electronic or scanned signatures are not acceptable.

OR

If self-sponsored, an original copy of your bank statement, together with a signed **original letter** from yourself, detailing your intention and ability to financially support yourself in your studies. Electronic or scanned signatures are not acceptable.

OR

If sponsored by an individual(s) (as opposed to an organization), an original copy of the sponsor's bank statement(s), together with a signed **original letter** from them, detailing their intention and ability to financially support you in your studies. Electronic or scanned signatures are not acceptable. In addition to this, the sponsors/donors should also attach copies of their passport Bio data pages for proof of identity.

Please note that the letter referred to above, although sent to the Admissions Office, must be addressed to:

**The Director of Immigration Services,
P.O Box 30191,
Nairobi,
Kenya**

NB: The above indicated address should appear at the top of the letter and not on the envelop you put the letter in. Although this letter is addressed to the immigration office, it is submitted /posted to the Admissions Office; A.I.U The Admissions Office will then submit the letter and all other KPP application requirements to the immigration office on behalf of our students.

2. A photocopy of your current active passport (the Bio-date page and the visa page if you are currently in Kenya).
3. Two **physical** current passport pictures of yourself (electronic copies are not acceptable).

4. You need to provide the information requested in the KPP information sheet below. Please fill in the form and email it back to admissions@africainternational.edu. Please fill the form in upper case.

5. A copy of your degree/diploma certificate.

Please take note of the following:

1. That the KPP is extremely time sensitive. Delays in application will always work against your best interest. The document takes roughly **3 months** to process and should be ready before the commencement of studies. You therefore need to begin application as early as possible.
2. That the KPP is a legal requirement for all international students in Kenya and **may not be substituted for a visitor's visa or a work permit.**
3. That KPP is required by all international students without exception. This includes East African residents.
4. That no enrolment to class will be allowed for international students who have not submitted the required documents for KPP application. Students who will not have submitted/sent ALL the requirements for KPP to AIU by the time they are expected to report to school for studies will be expected to defer their admission to the following university intake or until such a time as they will be able to send the required items.
5. That other dependency passes will not be issued on the basis of the KPP.
5. That **Africa International University will not accept liability** (financial or otherwise) that accrues from any international students who come to AIU without valid immigration status.

Please contact the Admissions Office or the International Students' Coordinator through the emails given below, should you need further clarification or any help.

Jane Timoi | Admissions Assistant

Email: admissions.clerk@africainternational.edu

Donald Manley | International Students' Coordinator

Email: manley.donald@africainternational.edu

International students are encouraged to visit the Kenyan Immigration Department website for more information. It may be accessed at www.immigration.go.ke. The link below may also be followed.

<http://www.immigration.go.ke/Information.html>

We look forward to having you at A.I.U.

Regards,



Nidah Muthu | Admissions Officer

Email: admissions@africainternational.edu

Admissions Hotline: +254-725-841885

AFRIC AINTERNATIONAL UNIVERSITY | OFFICE OF ADMISSIONS

KPP Information Sheet

To: The Director of Immigration Services

Nairobi, Kenya

STUDENT IMMIGRATION INFORMATION FORM

(Please type in responses or fill in upper case)

FULL NAME.....

HOME ADDRESS:

DATE OF BIRTH... ..

COUNTRY OF BIRTH..... PLACE OF BIRTH:

NAME OF FATHER (All Names) :

NAME OF MOTHER (All Names):

PASSPORT NUMBER:

DATE OF ISSUE EXPIRES ON

PLACE OF ISSUE: COUNTRY OF ISSUE:

THE ABOVE NAMED HAS BEEN ADMITTED INTO(Program of study)

THE COURSE WILL TAKEYEARS

STUDIES WILL COMMENCE IN: SEPTEMBER/APRIL/JANUARY: 2014 (tick appropriate intake month)

AND GRADUATE BY AUGUST: (Year of anticipated graduation from the program)

TELEPHONE EMAIL

Please fill the table below concerning all schools you attended

Year		University/College/Institution/School	Award/Attainment(Degree, Diploma, Certificate)
From	To		

FOR OFFICIAL USE :

SIGNED: _____ DATE _____

ACADEMIC REGISTRAR