


# The Catholic University of Eastern Africa

TITLE	AUTHOR
APPLICATION FOR KENYA ENTRY PERMIT <b>CUEA?DVC-ADM/I&amp;I/001</b>	<b>ASSISTANT ADMINISTRATOR</b>
	NO. OF APPENDICES:
	<b>1 (ONE)</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>DEPUTY VICE- CHANCELLOR/ADMINISTRATION</b>
SIGNATURE	
DATE	<b>23 February 2011</b>
ISSUE DATE	<b>23 March 2011</b>
STAMP CONTROLLED / UNCONTROLLED	<b>CONTROLLED</b>
<b>NOTE:</b> <ol style="list-style-type: none"> <li>Write amendments on the page provided (Clause 0.2)</li> <li>Controlled copies of this document will be in the Assistant Administrator and the Deputy Vice-Chancellor/Administration's office</li> </ol>	

## 0. CONTENTS AND RECORD OF CHANGES

Revision		Date
00		18 – Jan 2011

	<b>Standard Operating Procedure</b>	<b>CUEA/DVCADM/I&amp;I/001</b>
	<b>Title</b>	<b>Application for Kenya Entry Permit</b>

## 0.1 Table of Contents

<b>0.</b>	<b>CONTENTS AND RECORD OF CHANGES.....</b>	<b>2</b>
<b>1.</b>	<b>PUPROSE .....</b>	<b>2</b>
<b>2.</b>	<b>SCOPE .....</b>	<b>2</b>
<b>3.</b>	<b>TERMS AND DEFNINIONS.....</b>	<b>3</b>
<b>4.</b>	<b>REFERENCES .....</b>	<b>2</b>
<b>5.</b>	<b>PRINCIPAL RESPONSIBILITIES .....</b>	<b>3</b>
<b>6.</b>	<b>METHOD.....</b>	<b>3</b>
<b>7.</b>	<b>APPENDICES .....</b>	<b>5</b>
<b>8.</b>	<b>ASSOCIATED DOCUMENTS .....</b>	<b>5</b>

## 0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title


## 0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

- 1. Purpose:** This procedure outlines the application process for KEP to ensure timely and efficient issuance of permits to all foreign employees.
- 2. Scope:** This procedure shall be used by all the foreign employees of Catholic University of Eastern Africa.
- 3. Reference:**
  - 3.1** Application for or renewal of an Entry permit, Form 3, (r.6)
  - 3.2** Immigration Act, 1967

### 4. Terms and Definitions:

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	<b>Standard Operating Procedure</b>	<b>CUEA/DVCADM/I&amp;I/001</b>
<b>Title</b>	<b>Application for Kenya Entry Permit</b>	<b>Page 3 of 8</b>

**For the purpose of this procedure the following terms shall apply in addition to those already found in the CUEA Quality Management Manual**

- 4.1 KEP – Kenya Entry Permit
- 4.2. DVC – Deputy Vice-Chancellor
- 4.3. CUEA – Catholic University of Eastern Africa
- 4.4. CV – Curriculum Vitae
- 4.5. IID – Immigration and Insurance Department
- 4.6. OP - Operational Procedure
- 4.7. Application Package – *(copy of passport, appointment/contract letter, application form, two passport photographs, CV, copies of certificates)*
- 4.8. HRM – Human Resource Manager

**5. Responsibility:** Assistant Administrator (immigration and Insurance department) shall be responsible for the implementation of this procedure.

**6. Method:**

**6.1.** The foreign employee shall submit the application package to the assistant Administrator with a duly filled application form.

**6.2.** The Assistant Administrator shall check and verify the documents.


6.2.1. If the documents are complete, the assistant administrator shall forward them to DVC/Administration.

6.2.2. If the documents are not complete, the assistant administrator shall revert to the employee and request the employee to submit the missing document.

6.3. The DVC/Administration shall check and confirm the status of the employee.

6.3.1. If the applicant is a bonafide employee of CUEA, the DVC/Administration shall write a permit application letter to the government immigration office and the assistant administrator shall forward the application to the government immigration office.

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	<b>Standard Operating Procedure</b>	<b>CUEA/DVCADM/I&amp;I/001</b>
<b>Title</b>	<b>Application for Kenya Entry Permit</b>	<b>Page 4 of 8</b>

6.3.2. If the applicant status is not clear, the DVC/Administration shall revert to the assistant administrator giving reasons for rejection.

6.3.3. The assistant administrator shall inform the foreign employee of the decision/clarification.

6.4. Assistant Administrator shall ensure the application package is submitted to the government immigration within two working days.

6.4.1 If the government immigration rejects the KEP application, the assistant administrator will inform the applicant why the application was rejected as he/she would have been given the reasons by the government immigration.

6.4.2. If the government immigration approves, the assistant administrator shall collect the approval within two working days and then forward to the Human Resource Manager within two working days for endorsement.

6.5. Upon receipt of the approvals, HRM shall confirm the status of the employee.

6.5.1. If the applicant is a bonafide employee of CUEA, HRM shall approve and communicate to the assistant Administrator of the decision.

6.5.2. if the applicant is not a bonafide employee of CUEA, the HRM shall reject and communicate to the assistant administrator giving reasons for the rejection.

6.6. The assistant administrator shall request for imprest and or request letter for a bankers check for the specified amount through the DVC-Administration within two working days.


6.7. The DVC/Administration shall check and decide whether to approve the imprest/bankers cheque request letter.

6.7.1. If the details of imprest and or letter are ok, he shall approve the imprest and or letter and return to the assistant administrator for processing.

6.7.2. if the details of imprest and or letter are not ok, he shall reject to approve the imprest and or letter and return to the assistant administrator giving reasons or directions.

6.8. The Assistant administrator shall forward the approvals to the finance office for imprest and or letter for bankers request for processing.

Revision	00		Date	18 – Jan 2011
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	<b>Standard Operating Procedure</b>	<b>CUEA/DVCADM/I&amp;I/001</b>
<b>Title</b>	<b>Application for Kenya Entry Permit</b>	<b>Page 5 of 8</b>

6.9. The finance office shall check the computation and all the necessary documents are attached with authority signatures.

6.9.1. If the documents are complete, then the finance office shall process the payment.

6.9.2. If the documents are not complete, the finance office shall communicate to the assistant administrator giving the reasons for incompleteness.

6.10. The assistant administrator shall then collect the money from finance office for processing of KEP. Once the permits are ready, he/she shall collect them from the government office and inform the applicant(s) to collect the permit (s) from the assistant administrator's office. The process ends.

## **7. Appendices**

7.1. **Appendix A:** Process Map

## **8. Associate Documents**

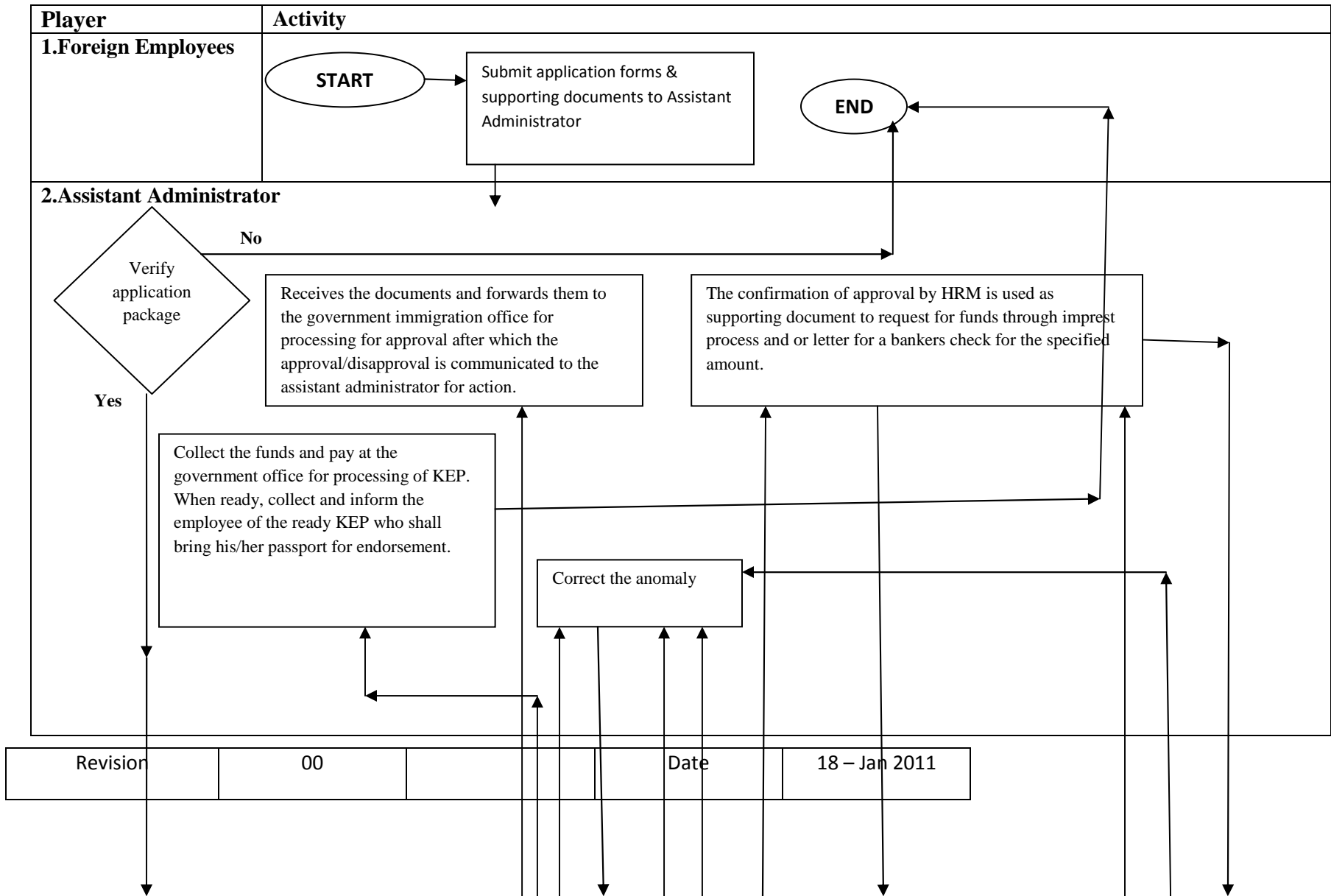
8.1. Application for or renewal of an Entry permit, Form 3, (r.6)

8.2. Immigration Act, 1967

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

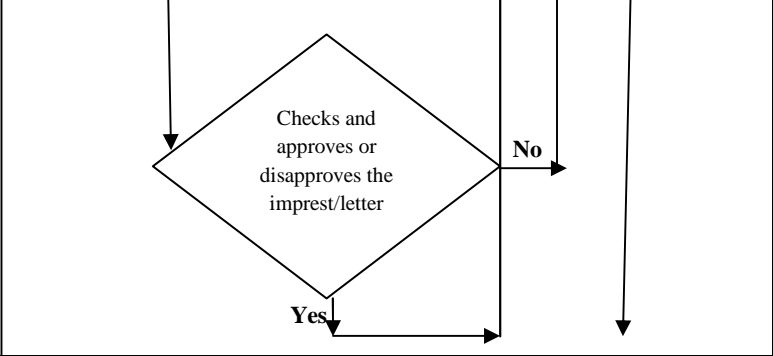
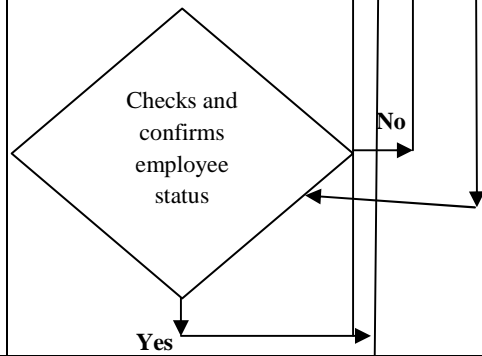
**Appendix: Process Map**

**Application for Kenya Entry Permit Procedure – Immigration**

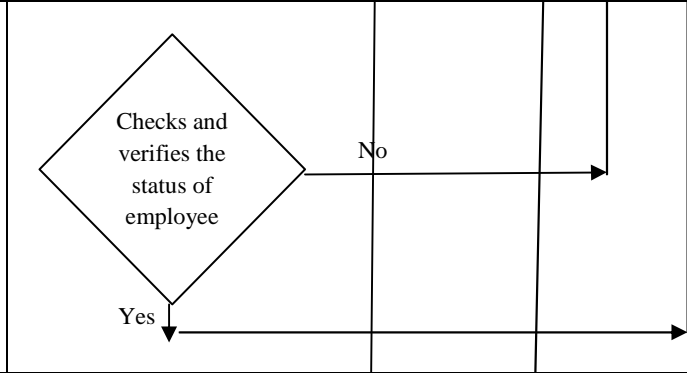





3.DVC/Administration

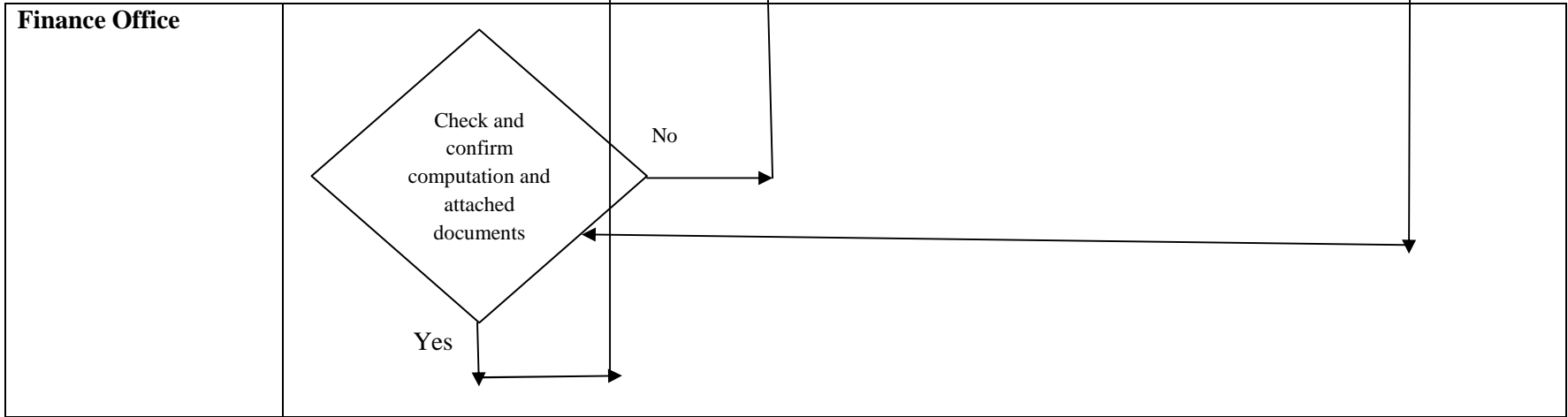


4. Human Resource Manager



Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	<b>Standard Operating Procedure</b>	<b>CUEA/DVCADM/I&amp;I/001</b>
<b>Title</b>	<b>Application for Kenya Entry Permit</b>	<b>Page 8 of 8</b>



<b>Revision</b>	00		<b>Date</b>	18 – Jan 2011
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