


# The Catholic University of Eastern Africa

TITLE	AUTHOR
APPLICATION FOR KENYA PUPILS PASS CUEA/DVC-ADM/I&I/002	<b>ASSISTANT ADMINISTRATOR</b>
	NO. OF APPENDICES:
	<b>1 (ONE) A</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	DEPUTY VICE- CHANCELLOR/ADMINISTRATION
SIGNATURE	
DATE	<b>23 February 2011</b>
ISSUE DATE	<b>23 March 2011</b>
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Revision	00		Date	18 –Jan 2011
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**NOTE:**

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the Assistant Administrator's Office and the Deputy Vice-Chancellor's office

**0. CONTENTS AND RECORD OF CHANGES**

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**0.2 RECORD OF CHANGES**

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**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 KPP to ensure timely and efficient issuance of KPP to all foreign students.

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## 2. Scope:

This procedure shall be used by all foreign Students of Catholic University of Eastern Africa.

## 3. Reference:

- 3.1. The Immigration Act, 1967
- 3.2. Application form for Pupils Pass
- 3.3. Renewal of Kenya Pupils Pass

## 4. Terms and Definition s:

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. KPP – Kenya Pupils Pass
- 4.2. DVC – Deputy Vice-Chancellor
- 4.3. CUEA – Catholic University of Eastern Africa
- 4.4. IID – Immigration and Insurance Department
- 4.5. OP – Operational Procedure
- 4.6. Application Package –*(copy of passport, admission letter, latest transcript/academic qualification if new application, two passport size photographs, commitment letter from the sponsor, application form duly filled)*


**5. Responsibility:** It is the responsibility of the Assistant Administrator to ensure the procedure is followed.

## 6. Method:

**6.1.** The foreign student shall submit the application package to the assistant administrator. For new applications, form (**Appendix 7.1**) shall be filled while for renewals, form (**Appendix 7.2**) shall be filled.

**6.2.** The Assistant Administrator shall check and verify the application package.

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6.2.1. If the application package is complete, the assistant administrator shall forward them to the government immigration office for processing of approval.

6.2.1. If the application package is not complete, the assistant administrator shall revert to the student and ask the student to submit the missing document.

6.3. The assistant administrator shall liaise with the government immigration whether application is approved or disapproved.

6.3.1. If the application is approved, the assistant Administrator shall collect the approval for further processing.

6.3.2. If the application is rejected, the assistant administrator shall communicate to the applicant.

**6.4. The** Assistant Administrator shall then attach the approval letter and a charge sheet which the student has to sign for authority of collecting money from the finance office which then debited to the students account.

6.5. The Assistant Administrator shall forward the approval letter and charge sheet to the student to sign.

6.6. The Assistant Administrator shall receive the approval letter and signed charge sheet from the student and forward them to the credit control.

6.7. The Credit control shall then debit the students account with the amount shown on the approval letter as charges for KPP and prints a charge invoice and forward to Assistant Administrator.


6.8. The Assistant Administrator shall then submit the filled in an imprest form or and letter requesting for a bankers cheque and request for the money as indicated on the approval letter from the government immigration attaching all the supporting documents such as approval letter and charge sheet duly signed by the student to the finance office.

6.9. The finance office shall check the documents for completeness and computation of the amount, and check that all the authorized signatures are appended on the imprest and charge sheet.

6.9.1. If the documents are complete, the finance office shall then release the money to the Assistant Administrator for payment at the immigration office.

6.9.2. If the documents are not complete, the finance office shall return the documents to the Assistant Administrator for correction of the anomaly found.

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6.10. The Assistant Administrator shall then return the documents to finance office for payment.

6.11. The Assistant Administrator shall collect the payment from finance office and proceed to pay at the government immigration office for processing of the KPP's.

6.11.1. When the KPP's are ready, the Assistant Administrator will collect them and inform the students to submit their passports for the endorsement of the same.

## **7. Appendices**

7.1. Appendix A : process Map

7.2. Appendix B: Letter for application for Kenya Pupils pass

7.3. Appendix C: Letter for application for Renewal of Kenya Pupils pass

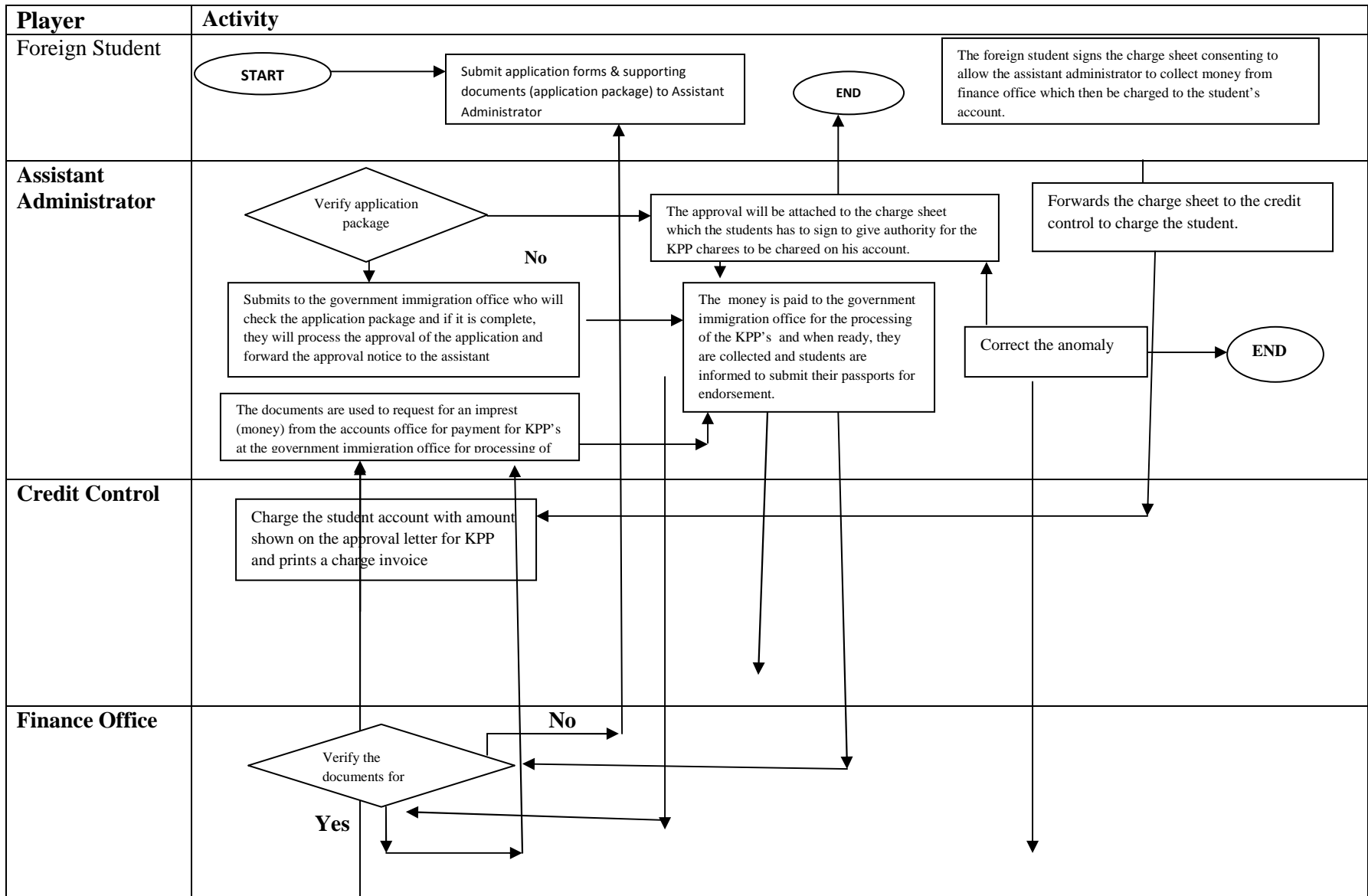
7.4. Appendix D: Applicants bio data Form

## **8. Associate Documents**

8.1 Government of Kenya Application form for Kenya Pupils Pass

### **Appendix A: Process map**

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