



# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR PROCESSING INTERNATIONAL STUDENTS' STATUS (CUEA/DVCACAD/DOS/14)</b>	<b>DEAN OF STUDENTS</b>
	NO. OF APPENDICES:
	<b>FIVE (5) 7.1 – 7.5</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
<b>TITLE</b>	<b>DVC ACADEMIC AFFAIRS</b>
<b>SIGNATURE</b>	
<b>DATE</b>	<b>21 November 2018</b>
<b>ISSUE DATE</b>	<b>21 November 2018</b>
<b>STAMP CONTROLLED / UNCONTROLLED</b>	<b>CONTROLLED</b>
<b>NOTE:</b> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Academic Affairs and the Dean of Students Office	

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### 0.2 Record of Changes

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/sub clause</i>	<i>Title</i>
1.	21 Nov 2018	All	Review of Procedure	DOS


### 0.3 Distribution / Circulation

This Standard Operating Procedure is available on CUEA servers for authorized users.

### 1.0 PURPOSE

This procedure aims to effectively process the Student Pass for the international students at CUEA.

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## 2.0 SCOPE

This procedure applies to international students at CUEA applying for student pass.

## 3.0 REFERENCES

3.1 CUEA Quality Management Manual

## 4.0 DEFINITION OF TERMS

4.1 Student pass: It is a document that enables the foreign student live legally in the country where he/she studies for a given period of time needed to complete a course.

4.2 eFNS : Abbreviation for on line Foreign Nationals Services

## 5.0 PRINCIPAL RESPONSIBILITIES

The International students' coordinator in the Dean of Students has the overall responsibility of ensuring that this procedure remains adequate for its intended purpose and it is effectively applied.

## 6.0 METHOD

6.1 The student submits all the requirements for the application of the student pass on the reporting day/ orientation (see the appendix)


6.2 The international Student coordinator shall make a verification of documents required.

6.3 The International Students coordinator shall key in the information in the system eFNS.

6.4 The international Students coordinator shall sign and stamp the complete documents.

6.5 The International Students coordinator submit the application documents to the Immigration office

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- 6.6 The International Students coordinator through eFNS portal shall continuously monitor the progress and status of the student pass.
- 6.7 The international Students' Coordinator shall inform the student applicant of the payments upon the reception of the invoice from the portal eFNS.
- 6.8 The student coordinator shall submit the receipt of the payments made by the applicant.
- 6.9 The International Student Coordinator shall collect and distribute student passes that have been issued
- 6.10 The International Student Coordinator shall do application of alien cards for the applicants whose passes have been issued.
- 6.11 The applicant submits the alien card application at the immigration office and the endorsement of the pass is also done at the same time.
- 6.12 The applicant brings back a Waiting Card for collection of the alien card later when issued. The pass is also brought back to the International Student Coordinator's office.

## **7.0 APPENDICES**

- 7.1 Context
- 7.2 Risk Analysis and Control
- 7.3 Required Organizational Knowledge
- 7.4 Work-Study Application Form
- 7.5 **Student Handbook** (<http://ww3.cuea.edu/studentportal/>)

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## 7.1 CONTEXT


### 7.1.1 External / Internal Factors

(a)	<b>External Factors</b>	<b>Identified Risk / Opportunity</b>
(i)	GOK immigration office	Risk & Opportunity to support
(ii)	Foreign embassies	Provide relevant information/partnership
(iii)	Stakeholders (guardians)	Lack of understanding of GOK procedures
(iv)		
(b)	<b>Internal Factors</b>	<b>Identified Risk / Opportunity</b>
(i)	International students orientation	Risk of non-compliance
(ii)	University procedures	Lack of sensitization and team work
(iii)	Finance and Accounts office	Remittance of application fees to immigration

### 7.1.2 Relevant Interested Parties

	<b>Party</b>	<b>Needs and Expectations</b>
(i)	International students	Students to get student pass and visa application support
(ii)	International staff	Visa application support
(iii)	Dean of Students	Students settle down to their core businesses
(iv)	University	Increase student population Mitigate issues of immigration fee non-payment University Matriculation

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## 7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
1	GOK immigration office	Ignorance of Procedures	3	3	9	High	Educate stakeholders
2	Foreign embassies	Awareness of CUEA Policies	3	3	9	High	Educate stakeholders
3	Stakeholders	Language/Poor understanding during orientation	2	2	4	Medium	Mandantory orientation
4	International students orientation	Poor attendance	2	3	6	Medium	Policy & Dean of Students
5	University procedures	Student pass fee in the collective fees	3	3	9	High	University Management Board
	Finance and Accounts office	Finance office and immigration office	3	3	9	High	University Management Board

## 7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

Staff should be conversant with student handbook and University policies.

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#### **7.4 REQUIREMENTS FOR THE STUDENT PASS APPLICATION**

1. A copy of admission letter.
2. Original copy of commitment letter bearing the same signature as the signature in the sponsor's passport copy and to be addressed to: DIRECTOR OF IMMIGRATION SERVICES, P.O. BOX 30191, NAIROBI-KENYA
3. A copy of the sponsor's passport that is the bio-data page
4. A copy of the applicant's passport that is the bio-data page
5. A copy of the applicant's current visa page of 3-6 months
6. A copy of the applicant's basic academic certificates from the previous school/ institution for the first year students and a copy of progressive academic transcripts for the continuing students.
7. Registration number
8. Kenyan Phone number
9. Two passport size photos in hard copy
10. A clearance certificate from the police from habitual country of residence or country of origin.
11. One standard passport size photo in soft copy to be sent to francineocharo@gmail.com

***NB: NO INCOMPLETE DOCUMENTS WILL BE ACCEPTED***

#### **7.5 Student Handbook (<http://ww3.cuea.edu/studentportal/>)**

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