

### The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR PROCESSING INTERNATIONAL STUDENTS' STAT	
(CUEA/DVCACAD/DOS/14)	NO. OF APPENDICES:
, ,	FIVE (5) 7.1 – 7.5
AUTHORIZATION	
This Standard Operating Procedure is issued ur	nder the authority of:
TITLE	DVC ACADEMIC AFFAIRS
SIGNATURE	Some
DATE	21 November 2018
ISSUEDATE	21 November 2018
STAMP CONTROLLED / UNCONTROLLED	CONTROLLED
NOTE:	

# Revision 02 Date 21 Nov 2018

2. Controlled copies of this document will be in the DVC Academic Affairs and the Dean of

1. Write amendments on the page provided (Clause 0.2)

Students Office



#### **Standard Operating Procedure**

CUEA/DVCACD/ DOS/14

Title

**Procedure for Processing International Students' Status** 

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0.2 Record of Changes

No.	Date	Detail	s of Changes	Authorization
	(dd-mm-yy)	Page	Clause/sub clause	Title
1.	21 Nov 2018	All	Review of Procedure	DOS
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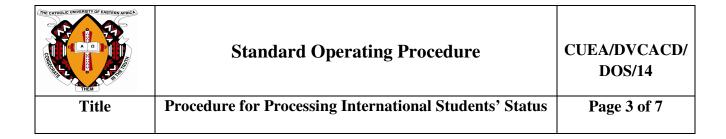
#### 0.3 Distribution / Circulation

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

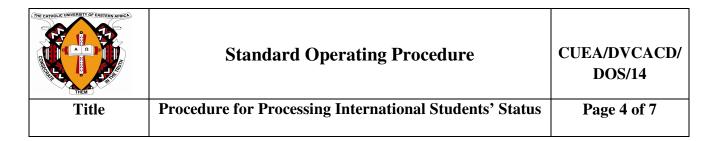
#### 5.0 PRINCIPAL RESPONSIBILITIES

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 (<a href="http://ww3.cuea.edu/studentportal/">http://ww3.cuea.edu/studentportal/</a>)

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#### 7.1 CONTEXT

#### 7.1.1 External / Internal Factors

(a)	<b>External Factors</b>	Identified Risk / Opportunity
(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)</b>	Internal Factors	Identified Risk / Opportunity
(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

	Party Needs and Expectations					
(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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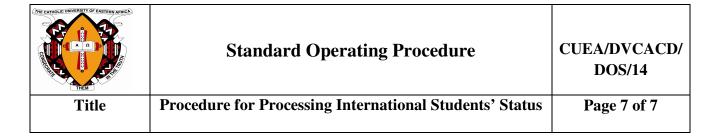
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#### 7.2 **RISK ANALYSIS AND CONTROL**

No	Risk	Cause	Risk Assessment		Risk	Control / Treatment	
			Likelihood	Impact	Likelihood /	Level	
1	GOK immigration office	Ignorance of Procedures	3	3	Impact 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 (<a href="http://ww3.cuea.edu/studentportal/">http://ww3.cuea.edu/studentportal/</a>)

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