

**CHECKLIST FOR RECOGNITION OF QUALIFICATIONS**

Name of the applicant…………………………………………………..Tel. ………………………..

Email………………………………………………….Date………………………..

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Remarks** |
|  | Original ID or passport seen |  |
|  | Certified copy of ID or passport submitted |  |
|  | Original visa/work permit/letter of provisional admission seen |  |
|  | Certified copy of visa/work permit/letter of provisional admission submitted |  |
|  | Filled form KNQA/L/005 |  |
|  | All original certificates of qualifications declared seen |  |
|  | Certified copies of certificates submitted (photocopy both side if back side is printed) |  |
|  | Certified copies of all transcripts submitted (photocopy both side if back side is printed) |  |
|  | Copy of program syllabus submitted |  |
|  | Original translated certificates and transcripts seen |  |
|  | Certified copies of translated certificates and transcripts submitted |  |

**Note**

1. *Certificates and certified Academic transcripts submitted by Kenyan Citizens must be certified by:*
2. *An Advocate and Commissioner of oaths; OR*
3. *The respective issuing Institution.*
4. *Certificates and transcripts submitted by foreign students must be certified by:*
5. *An Advocate and Notary Public; OR*
6. *The respective issuing institution.*
7. *National Identity Cards or Passports submitted by Kenyan Citizens must be certified by an Advocate and Commissioner for Oaths.*
8. *Passports, work permits and visas submitted by foreigners must be certified by an advocate and Notary Public.*
9. *Where certificates and transcripts are in a foreign language, copies translated in English by a certified language translator bearing the official stamp of the foreign Institution or the local Embassy/Mission of the home country of the institution issuing the qualification and Academic Transcripts must be submitted.*

***Documents evaluated by………………………………………signature……………………..date……….***