

**FORM KNQA/L/004: Application for Recognition and Equation of Qualifications**

**Please read the Instructions below carefully**

1. *Type or fill the form in block letters;*
2. *Provide certified copies or all academic documents submitted;*
3. *Where an academic documents is printed on both side provide a copy of both side*
4. *For graduate studies provide title of thesis and name of supervisor;*
5. *For studies outside Kenya provide passport and visa corresponding to study period*

**SECTION A: Applicant’s Details (***Fill in applicant details by typing or in Block letters***)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | Title | |  | | |
| Surname | |  | | |
| Other names | |  | | |
| **Identification** | ID No. | |  | | |
| Passport No. | |  | | |
| **Address** | Residential |  | | | |
| Postal |  | | | |
| Citizenship | Country | | | Form of Citizenship (Birth, Naturalization) |
|  | | |  |
| **Contact** | Email |  | | | |
| Tel. |  | | | |
| Whatsapp |  | | | |
| **Occupation** | Company/Organization | | |  | |
| Department/Field | | |  | |

1. Have you ever made an application to KNQA? Yes No
2. If yes please specify----------------------------------------------------------

**SECTION B:** Details of qualification for which recognition or equation is being sought

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of qualification** | **Mode of delivery**  **(full-time, part-time)** | **Purpose (*Recognition or Equation*)** | **Duration** | | |
| From | | To |
|  |  |  |  |  | |
|  |  |  |  |  | |
|  |  |  |  |  | |
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|  |  |  |  |  | |

*(For graduate studies attach a copy of thesis/dissertation, details of Supervisor e.g. name, contacts etc.)*

**SECTION C: Qualifications awarded (***In Descending order starting with the highest qualification (s) to be recognized or equated*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications Title**  *(E.g. Bachelor of Science)* | **Qualification Awarding Institution** | **Email address** | **Country of Origin** |
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*(Attach certified copies of certificates and transcripts of each qualification listed in section B. For Masters and Doctorates please attach thesis or dissertation and/or project).*

**SECTION D:** Where qualification at ‘B’ above was obtained following attendance at an overseas institution by a Kenyan citizen, please provide the following: -

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification Title** | **Passport No** | **Date of departure (dd/mm/yyyy)** | **Date of return**  **(dd/mm/yyyy)** |
|  |  |  |  |
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*(Please attach study visa for overseas training)*

**SECTION E: Declaration**

I the Undersigned, certify that the certificates and other relevant documents I have submitted are authentic and that the information I have provided is correct.

Name:----------------------------------------------- Signature------------------- Date--------------

**Witness (Commissioner for Oaths)**

Name: ----------------------------------------------------------------------------

Signature: -------------------------------Date and Stamp-------------------------

**SECTION F: For official use only**

|  |
| --- |
| **Remarks:** |
| **Name of verifying officer:**  ----------------------------------------------------------------------------------------------------------------------  **Signature:** ------------------------------------------ **Date:** ------------------------------------------ |

**General Notes:**

* Incomplete, inadequate or inaccurately filled application shall result in the application being rejected;
* It is an offence to give false information or to conceal information on this form;
* Applications will be processed upon payment of the non-refundable fee of Ksh. 5,000 for Kenyan citizens and Ksh .10,000 for foreign nationals; and
* All payment should be paid to **Kenya National Qualifications Authority, Kenya Commercial Bank,**

**Moi Avenue, Nairobi, Account 1208626825**

* All inquiries to be made The Director General, P. O Box 72635-00200 Nairobi. Tel. +254 20 2000272,

Email: knqa.go.ke@gmail.com