

Genuine Student Requirement

Attachment 3 – Kenya evidence of identification and finance

Identification documents

Provision of birth certificate for applicant and their sponsor/s, which must be:

- Certified by the Registrar of Births at ACK Bishop House Gardens (if born in Nairobi) or by the Registrar of Births at Hass Plaza, Nairobi (if born outside of Nairobi); and
- after certification, include authentication by the Ministry of Foreign Affairs

Evidence of finance

Provision of:

- sponsor affidavits, identification, and relationship documents
- evidence of genuine access to funds as follows:
 - equivalent to one year of tuition, living and travel expenses
 - evidenced by bank statements from the last 12 months from sponsors which are sent directly to the University from a verified bank email address. The email from the bank must have a contact name, designation, and telephone number together with the applicant's name and student ID number.

Proof of income requirements

Income from salary

- Employment letter
- Income Tax Returns for the employee
- Bank statement where salary is credited for the last 12 months
- Pay slip for the last 12 months

Business income

- Business registration certificate
- Business permit
- Tax registration certificate
- Current business bank account statement for the last 12 months
- Business Income Tax Return for the last 3 years

- Documents showing annual turnover/gross profit
- If the business is a partnership, Partnership Deed and No Objection Certificate from partners if using capital/current account balance for the sponsorship

Rental income

- Property ownership
- Rent/lease deed
- Rent receipts

Agricultural income

- Sales receipts
- Land ownership
- Lease deed

Income from pension

- Pension pay order
- Bank statement