

# UNIVERSITY OF NAIROBI

## PROCEDURE FOR EQUATION OF FOREIGN QUALIFICATIONS

### 1. BACKGROUND

- 1.1 The University of Nairobi started admitting most fee paying foreign students in 1998 when self-sponsored applicants were allowed to apply for various programmes. To be admitted into the University, applicants must meet the prescribed Common Entry Requirements.
- 1.2 All applicants with foreign qualifications must get the qualifications equated to those of the Kenyan Education System for purposes of admission.
- 1.3 Previously Kenya National Qualifications Authority (KNQA) had been mandated to offer accreditation and recognition of foreign qualifications. The High Court has stopped this process.

In view of the High Ruling HC Petition No. 37, 49 and 106 of 2017; KNQA has been disallowed from equating entry requirements for various qualifications.

- 1.4 The Senate approved minimum admission criteria to various programmes as follows:

#### 1.4.1 Diploma

*Admission Criteria for Diploma*

- i) *At least C (Plain) in KCSE or its equivalent;*
- ii) *At least C- (Minus) in KCSE with a Certificate from a recognised institution*
- iii) *Division III in 'O' Levels*
- iv) *At least one Principal in 'A' Levels.*

#### 1.4.2 Bachelors

*Admission Criteria for Bachelor's Degree*

- i) *At least C+ (Plus) in KCSE or its equivalent*
- ii) *At least C (Plain) in KCSE and a diploma or its equivalent;*
- iii) *At least C- (Minus) in KCSE with a Certificate and Diploma from a recognised institution*
- iv) *At least two Principal Passes in KACE*

- v) *Other international Qualifications that are equivalent to KCSE like the International Baccalaureate, IGSC&GCE.*
- vi) *At least CPA(K) and CPS, Higher National Diploma and other professional qualifications as advised by Schools/Faculties to join in year 2.*

#### **1.4.3 Postgraduate Diplomas**

*Applicants for Postgraduate Diplomas should have a minimum of a pass degree*

#### **1.4.4 Masters**

*Applicants for Masters degree programmes should have a minimum of Upper Second Class Honours Degree in the relevant discipline from the University of Nairobi or Equivalent qualification from Institutions recognized by Senate.*

*Persons with lower qualifications but with postgraduate diplomas after Bachelors' degrees will also considered for admission.*

#### **1.4.5 Fellowship**

*Applicants for Fellowship programmes should have a Master's and Bachelor's Degree in the relevant discipline from the University of Nairobi or Equivalent qualification from Institutions recognized by Senate.*

#### **1.4.6 Ph.D**

*The applicants for the Doctor of Philosophy Degree should have a Master's and Bachelor's degrees from the University of Nairobi or an equivalent qualification from institutions recognized by Senate.*

*In addition, the applicants should submit a research proposal showing that they are capable of carrying out original research.*

*NB: All applicants;*

- i. *To attach documents certified by the university attended*
- ii. *Show evidence of accreditation status in cases where one studied in a foreign university*
- iii. *Proof of English proficiency for non-English speaking countries only*
- iv. *Translated documents into English for applicants from non-English speaking countries should be attached*

## **2. EQUATING BODIES**

### **2.1 Kenya National Examination Council (KNEC)**

The Kenya National Examinations Council (KNEC) equates school and post school certificates.

The Kenya National Examinations Council has automated the process for submitting applications for Equation of Foreign Qualification by clients.

### **2.2 Commission for Universities Education (CUE)**

The Commission for University Education (CUE) in accordance with The Universities Act No. 42 of 2012 undertakes recognition and equation of Diplomas, Degrees, Post-graduate Diplomas and Post-Graduate Certificates conferred or awarded by Foreign Universities and Institutions.

## **3. PROCEDURE**

### **a) Guidelines on Equation by Kenya National Examinations Council (KNEC)**

The Kenya National Examinations Council (KNEC) equates school and post school certificates. The conditions for equation are outlined below:-

- 3.1 Such certificates should have been awarded by an accredited examining board or an institution mandated by law to offer the examination and certificates.
- 3.2 Institutional based certificates/courses (local or international) similar to those offered by KNEC are not acceptable.
- 3.3 For any equation to be undertaken by KNEC, the applicant must have met the entry requirement of the equivalent course(s) offered by KNEC at the time e.g. if someone has taken an equivalent of a P1 course outside the country and seeks equation, they must have attained the Kenyan equivalent entry qualification required for the course for their certificates to be equated by KNEC.
- 3.4 Clients seeking equations of Advanced level certificates must provide “O” Level certificates and the two certificates must be submitted to the Council when seeking equation.
- 3.5 Clients who sat for the KCSE examinations and are applying for equation of Advanced Level Certificates must have had a KCSE Mean Grade of C (Plain).
- 3.6 The applicant must have covered the subjects that are mandatory for one to

satisfy the awarding rules e.g. for a certificate to be equated to KCSE, the applicant must have sat for seven (7) subjects including Mathematics, a language i.e. English, two Sciences, one Humanity.

- 3.7 The applicant must have been under formal instructions for the appropriate number of years/contact hours of study at the particular level as per the KNEC requirements.
- 3.8 All foreign examinations/courses taken locally or internationally but not done in the country of origin of the said examination/course are not equitable to KNEC qualifications.
- 3.9 All courses undertaken through correspondence/distance learning have no equivalence to any KNEC qualification because contact hours by a learner are a requirement by KNEC.
- 3.10 All persons holding foreign qualifications and seeking to join any educational institution (School and Post School) offering KNEC examination must get an equation/equivalence from KNEC before joining the said institution.
- 3.11 Any person seeking an equation/equivalence and holding a certificate written in any language other than English or Kiswahili must have a certificate translated by the Embassy of their respective country or Alliance Française for certificates written in French or any other recognized institution for other languages.
- 3.12 All certificates submitted for equation/equivalence must be verified or confirmed by the Examinations Board that issued the Certificate. The confirmation/verification of results must be sent by the Examination Board directly to the Chief Executive Officer, KNEC through this email address, **ceo@knecc.ac.ke**

**4 Once the person seeking equation of a certificate has met the above conditions, then he/she will be required to provide the following information:-**

- 4.1 Write a request letter addressed to the **Chief Executive Officer, Kenya National Examinations Council, P.O. Box 73598- 00200 City Square, Nairobi**; stating the reason for equation and give the postal address of the institution or organization which requested for the equation. Secondary School

principals seeking for equation of primary school certificates should state the year the student joined the school, at which level and the current level.

- 4.2 The *original certificate and birth certificate for equation of primary school certificates whose owners are minors* (these will be returned to the owner after the verification exercise).
- 4.3 Photocopies of all the original certificates.
- 4.4 A leaving certificate/school leaving testimonials from the institution attended during the course for each certificate presented for equation and the preceding certificates. A client seeking for equation of Secondary School Level must produce the Primary level Certificate.
- 4.5 A letter by the Embassy/Ministry of Education of the country where the certificate originated from giving a detailed report on the accreditation status of the examination board which issued the certificate.
- 4.6 **Kenya Shillings three thousand, four hundred and eighty (Kes 3,480/=) (inclusive of 16% VAT)** will be charged for equation of each foreign certificate.
- 4.7 **Kenya Shillings three thousand, four hundred and eighty (Kes 3,480/=) (inclusive of 16% VAT)** will be charged for evaluation of each KNEC awarded certificate send outside Kenya.  
**Kenya Shillings one thousand, one hundred and sixty (Kes. 1,160/=) (inclusive of 16% VAT)** will be charged for evaluation of each KNEC awarded certificate send within Kenya.

The applicant will deposit the amounts in the General Transaction Account in any of the four bank accounts given below using the KNEC deposit slips available at the banks:

<b>4.7.1 Cooperative Bank of Kenya Ltd</b>	<b>01136030120307</b>
<b>4.7.2 National Bank of Kenya Ltd</b>	<b>01001-60314300</b>
<b>4.7.3 KCB Bank Ltd</b>	<b>1116686937</b>
<b>4.7.4 Equity Bank</b>	<b>047-0294988491</b>

- 4.8 The applicants are advised not to pay for the services of equation before their documents are verified by the Kenya National Examinations Council.

- 4.9 The applicant should forward the deposit slip with the application for equation to the Equations Office, KNEC.
- 4.10 In case the applicant request for the equated certificate to be faxed/emailed, the applicant should provide the fax number/ email address and a fees of **Kenya Shillings one thousand, three hundred and ninety two shillings (Kes. 1, 392/=)** for this service.
- 4.11 Money deposited for the purpose of equating a certificate (deposit slip) are only valid if submitted to KNEC within twelve (12) months after banking.
- 4.12 Where necessary, the applicant requesting for equation should also provide the following documentary evidence:-
- 4.12.1 A copy of the syllabus to show the course content
- 4.12.2 A letter from the examining board/institution giving details of the mode of assessment/evaluation i.e. Formative and/or summative assessment.
- 5 Note that the equation letter is meant for use by the institution to which it is addressed to, and therefore SHOULD NOT be given or copied to the candidate/parent or guardian.**
- 6 KNEC will only equate certificates where a method (formula) for conversion exists and where the curriculum followed is known by KNEC.
- 7 Please note that the KNEC rules and regulations governing equation/equivalence of certificates are subject to change without notice. Enquiries for further clarification may be sent to the Chief Executive Officer, Kenya National Examinations Council or visit the website [www.knec.ac.ke](http://www.knec.ac.ke)

**b) EQUATION BY CUE**

CUE is mandated by The Universities Act No. 42 of 2012 and The Universities Act No. 42 of 2012, Revised Edition 2016 [2015], to levy charges for services rendered for Recognition and Equation of Diplomas, Degrees, Postgraduate Diplomas, Postgraduate Certificates or such other academic awards conferred or awarded by Foreign Universities and Institutions. With effect from 21<sup>st</sup> November 2014, as published in the Kenya Gazette, Notice No. 8477 and No. 6853 of 26<sup>th</sup> August 2016, the charges are as follows:

1. First application by holder of the Academic Award: **KES 6,000/=**

2. More than one Award from the same University or Institution: **KES 6,000/=**
3. Awards from different Institutions **KES 6,000/=** each
4. Subsequent application on the same Academic Award by the holder: **KES 3,600/=**
5. Express (same day) service by Holder of the Academic Award: **KES 10,000/=** each
6. By prospective employer or any other body:
  - a. Within the Republic of Kenya: **KES 12,000/=** per Award
  - b. Outside the jurisdiction of the Republic of Kenya: **USD 300** per Award

## **II. Modes of Payment**

Payments for Recognition and Equation of Qualifications and Institutions shall be made through the Bank or M-PESA using the following account details:

### **1. Commission for University**

**Education Kenya**

**Commercial Bank Ltd.**

**Moi Avenue Branch**

**P. O Box 30081,**

**Nairobi, Kenya**

**Account Number:**

**1108031625 SWIFT**

**CODE: KCBLKENX**



When using M-PESA, applicants provide their **full names** and **identity card numbers** as the account number.

## **III. Procedure for Recognition and Equation of Qualifications**

You may apply for Recognition and Equation of Qualifications manually or through an online system as described below:

### **Manual application for Recognition and Equation of Qualifications**

1. The following documents must be submitted to CUE:
  - a. A duly filled application Form CUE/QAS/1 for Recognition of Degrees, Postgraduate Diplomas and Postgraduate Certificates.
  - b. Original and certified copies of ALL required Certificates.

- c. Original and certified copies of Academic Transcripts to support the Certificates.
  - d. Original and certified copy of National Identity Card (ID) or a valid Passport for Kenyan Citizens.
  - e. Original and certified copy of a valid Passport, Work Permit/Visa and Letter of Provisional Admission/Intent into Kenyan Universities for foreigners intending to pursue further studies in Kenyan Universities.
  - f. Original and certified copy of a valid Passport, Work Permit/Visa and Letter of invitation for interview or employment offer for foreigners intending to work in organizations based in Kenya.
2. Certificates and certified Academic transcripts submitted by Kenyan citizens must be certified by:
    - a. An Advocate and Commissioner of Oaths, **OR**
    - b. The respective issuing University/Institution.
  3. Certificates submitted by Foreign Institutions must be certified by:
    - a. An Advocate and Notary Public, **OR**
    - b. The respective issuing University/Institution.
  4. National Identity Cards or Passports submitted by Kenyan Citizens must be certified by An Advocate and Commissioner for Oaths.
  5. Passports, Work Permits and Visas submitted by foreigners must be certified by an Advocate and Notary Public.
  6. Where certificates and transcripts are in a foreign language, copies translated in English bearing the official stamp of the Foreign University/Institution or the local Embassy/Mission of the home country of the University issuing the Certificates and Academic transcripts must be submitted.
  7. Submission of applications and collection of Letters of Recognition and Equation shall be done during the following CUE official working hours:
    - a. Morning: 8.00 am - 1.00 pm
    - b. Afternoon: 2.00 pm - 5.00 pm
  8. Application for express service must reach CUE before 1.00p.m on the day of application.
  9. Letters of Recognition and Equation will normally be collected within forty eight



(48) hours unless the applicant has sought express service.

10. Letters of Recognition and Equation sought under express service will be collected within twelve (12) hours.
11. In the event that the timelines stipulated under numbers 6, 7, 8 and above cannot be adhered to, the underlying reasons and the new timelines will be given to the applicant and documented accordingly.

**To apply online click: [Online application for Recognition and Equation of Qualifications](#)**

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