

DEPARTMENT OF IMMIGRATION SERVICES

ISSUANCE OF STUDENT / RESEARCH / INTERN PASSES

CHECKLIST

(PLEASE TICK AS APPROPRIATE)

| NO. | REQUIREMENTS | YES | NO |
|------------|---|------------|-----------|
| 1. | Application Form 30 duly filled, signed and stamped by the institution head | | |
| 2. | Detailed cover letter from the institution addressed to the Director of Immigration Services indicating the course to be pursued and duration . | | |
| 3. | Copy of valid national passport (bio-data page) | | |
| 4. | Current immigration status of the student / intern / researcher (if in the country) | | |
| 5. | Current two (2) passport size colored photos | | |
| 6. | Copies of basic academic certificates (for those joining tertiary institutions) | | |
| 7. | Commitment letter from the sponsor | | |
| 8. | National passport copy of the sponsor | | |
| 9. | Proof of funds (for self sponsored students) | | |
| 10. | Consent letter from the parents (for minors) | | |
| 11. | Copy of parent's national passport (for minors) | | |
| 12. | Copy of birth certificate (for minors) | | |
| 13. | Copy of registration certificate for the institution from the Ministry of Education, Science and Technology | | |
| 14. | Clearance letter from the Department of Refugee Affairs (for refugees) | | |
| 15. | Curriculum vitae (for researchers and Interns) | | |

SUBMITTED BY:

Name:

Cell phone no.

Institution.

ID / Passport Original seen

Copy of ID / Passport attached

Contact person

Email address

Cell no.

FOR OFFICIAL USE

RECEIVING OFFICER

NAME
REMARKS
SIGNATURE
DATE

INDEXING OFFICER

NAME
REMARKS
SIGNATURE
DATE

RECOMMENDING OFFICER:

NAME
REMARKS
SIGNATURE
DATE

