



## UNIVERSITY OF NAIROBI

### INFORMATION FOR INTERNATIONAL STUDENTS

The University of Nairobi is home to over 40 nationalities from various parts of the World. It is important that International students are equipped with the right information during their studies at the University of Nairobi.

#### 1. UNIVERSITY OF NAIROBI CAMPUSES

The University of Nairobi comprises of the following campuses

- Main Campus - Located in the Central Business District
- Chiromo Campus - Located off Riverside Drive
- Lower Kabete Campus - Located along Lower Kabete Road
- Kikuyu Campus - Located near Kikuyu Town
- Kenyatta National Campus - Located within Kenyatta National Hospital
- Parklands Campus - Located in Parklands
- Kenya Science Campus - Located along Ngong Road.

The university also has campuses in Mombasa and Kisumu. Students can locate these campuses through google maps. <https://www.google.com/maps/>

#### 2. STUDENT PASS( VISA)

All international students are required to obtain a student pass (Visa). This is a document issued to applicants (foreign students) (section 30(1) of the Kenya Citizenship and Immigration Regulations 2012, who wish to pursue their education in Kenya's Education or Training Institutions where they have been accepted or admitted. The applicant (foreign student) must be accepted as a student by an approved Educational or Training Establishment. The International Office which is currently domiciled at the Directorate of Corporate Affairs facilitates the process of student pass (Visa).

##### **New Applicants**

- A duly filled, signed and stamped application **Form 30**, by the institution's authorized personnel. You will print out the form at the end of the application for a Student Visa.
- Detailed and Signed Cover letter addressed to the Director of Immigration Services from the institution indicating the course to be pursued and the duration

- Signed commitment letter from the sponsor or sponsoring institution or proof of funds for self-sponsored students
- National passport copy of the sponsor/parent or guardian.
- Copy of a valid national passport (the bio-data page)
- Current immigration status for the pupil/student(If in the country)
- Two (2) recent passport size color photos.
- Duly certified Copies of basic academic certificates.
- Documents in foreign languages should be translated into English by either the Embassy, Public Notary, or authorized /recognized institution
- Clearance letter from Department of Refugee Affairs for refugees.
- Police Clearance Certificate from the country of origin, or if a resident, from the Kenya Police Service

**NB: Students can access the Form 30 using the following link below <https://fns.immigration.go.ke/> . Students who have challenges in creating an account can send their documents to [pr@uonbi.ac.ke](mailto:pr@uonbi.ac.ke) or [echesoni@uonbi.ac.ke](mailto:echesoni@uonbi.ac.ke).**

### **Renewal Cases**

- A duly filled, signed and stamped application **Form 30**, by the institution's authorized personnel. You will print out the form at the end of the application for a Student Visa.
- Detailed and Signed Cover letter addressed to the Director of Immigration Services from the institution indicating the course to be pursued and the duration
- Signed commitment letter from the sponsor or sponsoring institution or proof of funds for self-sponsored students
- National passport copy of the sponsor.
- Copy of a valid national passport (the bio-data page)
- Current immigration status for the pupil/student(If in the country)
- Two (2) recent passport size color photos.
- Clearance letter from Department of Refugee Affairs for refugees.
- Copy of student's pass previously held -for renewal cases
- Certified copies of progress report/transcripts obtained (by the issuing institution)

### **3. ACCOMODATION**

The Students' Welfare Authority (SWA) is in charge of student accommodation and catering. Majority of the students' halls of Residence and Central Catering Unit are situated along State House Road. Foreign Students who wish to be considered for on - campus accommodation should apply at least six months in advance to the Director, SWA, through the respective Deans/Directors of Faculties/Schools/Institutes. Admission to the University does not guarantee on-campus accommodation.

#### **Contact Information**

##### **Director Student Welfare Authority**

**Physical Location: State House Road**

**Telephone: 020 -4913433**

**Email: [director-swa@uonbi.ac.ke](mailto:director-swa@uonbi.ac.ke) / [dswa@uonbi.ac.ke](mailto:dswa@uonbi.ac.ke)**

[croswa@uonbi.ac.ke](mailto:croswa@uonbi.ac.ke)

Website: <https://swa.uonbi.ac.ke/>

### **Off-Campus Accommodation**

Students can also find secure and private accommodation outside the University e.g. YMCA, YWCA, QWETU and other secure and affordable guesthouses (see the list below). Students are advised to seek assistance regarding such accommodation from Dean of Students or the International Office

### **LIST OF PRIVATE HOSTELS AROUND UNIVERSITY OF NAIROBI**

#### **1. JessyGreen Student Residence**

Zimmerman Estate

Tel: 0780 443399

Nairobi

#### **2. Qwetu Student Residence**

Tol Free – 0800730333

Tel: 0730850000

Nairobi

#### **3. Esgray Annex Hostels**

Ngara Mushembi Road

P. O. Box 33906 – 00600, Nairobi

Tel: 0721568608/0707364806

#### **4. Hayden Stone – Boys Hostel**

Ring Road Kileleshwa, Opposite Prime Bank

Tel: 0726383699/0726872029

Nairobi

#### **5. Brinda Ladies Hostel**

Ngara Road South, opposite Total Petrol Station

Contact Kevin: 0735223355

#### **6. Simba ladies Hostel**

Ngara Road North, opposite Fig Tree Hotel

Contact Kevin: 0735223355

#### **7. Classy Ladies Hostel**

Gatak-ini Hose, Tom Mboya Street

Contact: 0715654492

**8. One on One Hostel**

Ngara Road next to Bano House

Contact: 0718053224/0711622125/0708141340

**9. Ngara Men's Hostel**

Ngara Road off Murang'a Road

Contact: 0720342750/0722692813

**10. Modern Christian Hostel**

Ngara Road opp. Kenya Police Sacco

Contact: 0717110588/0764161662

**11. St. Johns Ladies Hostel**

Ngara Road off Murang'a Road

Contact: 0722101717

**12. Olelai Hostels**

Kipande Road, Globe Roundabout

Contact: 0722862779/0721881866

**4. OBTAINING CERTIFICATE EQUATIONS AND EQUIVALENTS**

International Students who wish to obtain an equation of their secondary/high school academic certificates by the Kenya National Qualifications Authority (KNQA) should visit use the portal <http://rev.knqa.go.ke> to create a profile and Apply for Recognition, Equation and Verifications of their National and Foreign Qualifications. For more details you can visit their website: <http://www.knqa.go.ke/> to access the guidelines for doing so. The KNQA charges a nominal fee for this service.

**5. FEES**

Fees payable by foreign students vary depending on the degree courses taken. All Fees are payable in Kenyan Shillings (Kshs) or US Dollars (USD). Fees payable in US dollars equivalent of the Kenya Shilling and is subject to the prevailing exchange rate.

**Contact Information**

**Students Finance**

**Physical Location:** Gandhi Wing G2&G3

**Telephone:** +254 20491 8144

**Email:** [students\\_finance@uonbi.ac.ke](mailto:students_finance@uonbi.ac.ke)

**Website:** <http://finance.uonbi.ac.ke>

## **6. STUDENT COUNSELING AND WELFARE SERVICES**

The office of the Dean of Students caters for non-academic matters of student life, and especially student welfare and conduct. The Dean of students Office also maintains a regular counseling service for individual students or groups. The aim of this service is to provide an opportunity for students to discuss their problems and to assist them in being realistic about themselves, their potential, independence and ability to solve their own problems.

### **Contact Information**

#### **Dean of Students**

**Physical Location:** Main Campus Gandhi wing Ground Floor

**Telephone:** +254 20 4918119

**Email:** [dean-students@uonbi.ac.ke](mailto:dean-students@uonbi.ac.ke)

**Website:** <https://studentlife.uonbi.ac.ke/>

## **7. CAREER SERVICES**

The University of Nairobi is committed to producing holistic graduates who are prepared for the job market and entrepreneurial activities. Vocational and Career guidance services are provided by discussing vocational plans with student and advising government and employment agencies about graduating students and their career interests. Mentorship programmes for students to address career opportunities are organized between students and representatives of various companies, firms, and government departments.

### **Contact Information**

#### **Career Services**

**Physical Location:** Mahatma Gandhi Building, G8 Office

**Telephone:** 020-491-8121 / +254 716 398 980

**Email:** [careers@uonbi.ac.ke](mailto:careers@uonbi.ac.ke)

**Address:** P.O Box 30197 – 00100 Nairobi

**Website:** <http://careerservices.uonbi.ac.ke/>

## **8. STUDENT ORGANIZATIONS**

The University of Nairobi Students Association (UNSA) is the umbrella student body for all undergraduate students while the University of Nairobi International Students Association

(UoNISA) is the umbrella body for all foreign students. All international students are expected to enroll as members of UoNISA. Students are also encouraged to join professional and faith based organizations available in the University according to their interests.

## **9. SPORTS**

It is a policy of the University to develop the finest sports talent possible. The University of Nairobi has various sporting facilities which include a swimming pool and pitches for football, hockey, basketball, lawn tennis, athletics, and rugby. The University also has teams that participate in the National leagues. Students are encouraged to participate in sporting activities.

## **10. HEALTH SERVICES**

The university provides outpatient medical services for students and staff at the University Health Services facility. Patients may be referred to specialist doctors and other medical facilities as appropriate. Foreign students are advised to purchase medical insurance on arrival because the medical fees payable during student registration does not cater for hospital admission.

## **11. MEALS**

Meals are available on pay-as you-eat basis for resident students at cafeterias conveniently located next to the halls of residence. One can choose to eat out in restaurants located in the vicinity of the respective University campuses. Students are not allowed to cook in the halls of residence.

## **12. LANGUAGE**

English –speaking students will get along well on campus but may need knowledge of Kiswahili when out in the city or when travelling to the countryside.

## **13. CULTURE**

A course on Kenyan people and their culture can be arranged on request by the Institute of African, Anthropology and Gender Studies.

## **14. STUDENT HANDBOOK**

The student hand book is a very important tool for University of Nairobi students. It is used to give students a good understanding of the University. The student handbook is issued to all students who join the university.

## **15. STUDENT CONDUCT AND DISCIPLINE**

All students of the University of Nairobi are expected to abide by the rules and regulations of the University. Failure to follow the university regulations can lead to disciplinary cases and in certain instances expulsion. It is important that all students familiarize themselves with the rules and regulations of the University. The rules and regulations governing student conduct and discipline can found from **pg. 104 -114 of the student handbook.**

### **General Conduct**

All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and in particular, shall:-

- i. Respect and adhere to the administrative and academic procedures and structures established by the University of Nairobi Act for the control, governance and operations of the University,
- ii. Respect the rights and privileges of the members of the University community at all times.
- iii. Carry themselves in all public places or fora with such humility and dignity as befits their status as mature and responsible citizens

#### **Academic Conduct:**

- i. All students shall apply themselves diligently to the courses of study approved by Senate and for which they are registered and, in particular, shall,
- ii. Except for good cause, attend all lectures, tutorials, seminars, practical and Other scheduled courses of instructions,
- iii. Refrain from any conduct whose objects or logical consequences is to disrupt the operation of academic programmes of the University, and
- iv. Comply with all other regulations made by Department, Faculties and Colleges for the proper conduct of specific programmes.

#### **Examination Regulations**

Students are expected to familiarize themselves with examination rules and regulations in the courses they have chosen and ensure they fulfilled all the examination requirements. At the beginning of each semester, every student must register for the courses and examination they are due to take within the first three weeks. Students are required to attend at least two thirds of all the courses they have registered for that semester failure to which no student will be allowed to sit the final exam.

If a student fails to sit for an exam or his/her performance may be affected by sickness, bereavement or any other problem must report in writing before sitting the examinations. Every student who has registered for university examinations must have an exam card. More information can be found

#### **Residential Conduct**

All students who reside in the halls of residence are required to abide by the regulations that have been set by the halls officer. Students are expected to be responsible and mature while in residence at the University. The detailed regulations on resident conduct can be found in the student hand book from **page 107-109**.

#### **ADVISORY**

International students at the University of Nairobi should take note of the following:

- Familiarize yourself with local customs and culture to appreciate aspects like etiquette, greetings, taboos, and others and to enable easier and faster integration.
- Avoid going to downtown areas and other areas considered insecure when away from campus.

- Travel in a group or the company of locals if you are not sure about the safety of your destination.
- Always carry your Student ID together with your Student pass or passport.
- The main campus facilitates for automated banking services provided by ABSA Bank, the Cooperative Bank and KCB Bank.
- Avoid inviting strangers in your residence.

For more information please contact:

**International Office**

**The Directorate Corporate Affairs**

University Towers, 17<sup>th</sup> Floor

P.O. BOX 30197 00100

NAIROBI

Telephone: +254 20491 3193/+254 20491 3058

E-mail: [pr@uonbi.ac.ke](mailto:pr@uonbi.ac.ke)