



THE TECHNICAL UNIVERSITY OF KENYA

Office of the Registrar (Academic)

ORIENTATION PROGRAMME FOR POSTGRADUATE STUDENTS

The 2024 Admission Cycle

28th August 2024 and 30th August 2024

An orientation program for postgraduate students is crucial in helping them adjust to a new academic environment, culture, and country. Below is a tailored orientation program designed to meet the unique needs of international students:

DAY ONE: Wednesday, 28th August 2024

VENUE: Lecture Theatre

1. Welcome and Introduction:

(Director School of Graduate and Advanced Studies - Prof Joseph Owuor Lalah)

- **Welcome Speech:** Delivered by the university's Director of SGAS.
- **Introduction to Key Staff:** Meet teaching, and administrative staff dedicated to supporting international students.
- How to apply for a **student pass** in Kenya (**see appendix 1**)
- Equating **foreign academic certificates** in Kenya (**see appendix 2**)

2. Campus Tour:

(Administrative Staff – Directorate of School of Graduate and Advanced Studies)

- **Key Facilities:** Familiarization with the library, research labs, international office, health services, and recreation centers.

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- **Accommodation and Dining Options:** Tour of nearby housing options and campus cafeterias or eateries that offer international cuisine.

3. Academic Expectations and Resources:

(Respective Directors of Schools)

- **Academic System Overview:** Explanation of the academic structure, including coursework, research opportunities, and expectations regarding plagiarism and academic integrity.
- **Academic Advising:** Sessions on how to effectively plan coursework, manage time, and succeed academically in a different education system.
- **Career Services:** Guidance on career development, internships, and job opportunities, both in the host country and internationally.

4. Academic Expectations and Resources:

(Chief Librarian – Dr. Sarah Kibugi)

- **Library and Research Resources:** How to access academic databases, interlibrary loans, and research support.

5. Cultural Adjustment and Support Services:

(Director, Student Support Services - Prof. Omondi Oketch)

- **Culture Shock and Adaptation:** Sessions on dealing with culture shock, homesickness, and adapting to life in a new country.
- **Support Services:** Introduction to counseling services, peer mentoring programs, and student support groups that cater specifically to international student
- **Social Events and Cultural Activities:** Organized events to help students connect with their peers, such as international student mixers, city tours, or cultural exchange events.
- **Clubs and Organizations:** Introduction to student organizations, including those that cater to international students or promote cultural diversity.

DAY TWO: Thursday, 29th August 2024

VENUE: Main hall and Lecture Theatre

6. Health and Wellness:

(Director Health and Wellness – Dr. Okoko Argwings Kodhek)

- **Health Insurance and Medical Care:** Explanation of the healthcare system, how to access medical services, and details about mandatory health insurance plans.
- **Mental Health Resources:** Information on mental health services and wellness programs available on campus.

7. Banking and Financial Services

(Chief Finance Officer – CPA Ben Sanda)

- Guidance on opening a local bank account, managing finances, and understanding currency exchange.

8. On-line Classes, Phone and Internet Setup

(Director, ICT Services - Prof. Salesio Mbogo Kiura)

- Assistance with obtaining a local SIM card, setting up phone plans, and getting connected to campus Wi-Fi.

9. Safety and Security

(Director, Security Services and Chief Legal Officer)

- **Campus and Community Safety:** Overview of campus security, emergency procedures, and tips for staying safe both on and off campus.
- **Legal Rights and Responsibilities:** Information on the rights of international students, including legal protections and obligations.

10. Q&A and Feedback

- **Interactive Q&A Session:** An opportunity for students to ask questions about their new academic and social environment.

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- **Feedback Collection:** Gathering input from students on how the orientation program can be improved for future international students.

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Appendix 1: How to apply for a student pass in Kenya

The process is managed by the Directorate of Immigration Services under the Ministry of Interior and Coordination of National Government. Here's a step-by-step guide on how to apply for a student pass in Kenya:

Step 1: Admission Letter

Step 2: Prepare the Required Documents

- Letter of Admission;
- Passport Bio-Data Page;
- Two passport-sized photos;
- Visa (if applicable); Duly Completed Application Form: Form 30, which can be downloaded from the eCitizen portal;
- Proof of Financial Support
- Copies of Previous Academic Certificates:
- Receipt of Payment: Proof of payment for the student pass application fee.

Step 3: Create an Account on the eCitizen Portal

- Go to the eCitizen portal.
- Create an account by registering with your details.
- Once registered, log in to access immigration services.

Step 4: Submit the Application Online

- After logging in, navigate to the Immigration Services section.
- Select "Student Pass" and fill out the required details in Form 30.
- Upload the necessary documents as per the instructions.

Step 5: Pay the Application Fee

- The application fee for a student pass varies, but it is typically around KSh 5,000.
- Make the payment online through the eCitizen portal using the available payment options (mobile money, credit/debit card, or bank transfer).

Step 6: Wait for Processing

- Once you submit your application and payment, you will receive a confirmation of submission.

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- The processing time can vary, but it generally takes about 2 to 4 weeks.
- You can track the status of your application through the eCitizen portal.

Step 7: Collect the Student Pass

- After approval, you will be notified via the eCitizen portal or email.
- You will then need to visit the immigration office to collect your student pass.
- The student pass will be stamped in your passport, allowing you to legally stay in Kenya for the duration of your studies.

Additional Notes:

- **Renewal:** Student passes are generally valid for the duration of the academic program but may need to be renewed annually depending on requirements.
- **Dependents:** If you have dependents (e.g., spouse or children), they will also need to apply for a pass to stay in Kenya.

For further assistance, you can contact the Directorate of Immigration Services or visit the nearest immigration office in Kenya.

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Appendix 2: Equating foreign academic certificates in Kenya

Equating foreign academic certificates in Kenya is the process through which the Kenyan government, via the Kenya National Qualifications Authority (KNQA) and the Commission for University Education (CUE), recognizes and equates international academic qualifications to their Kenyan equivalents. This process is essential for individuals who wish to study, work, or further their education in Kenya with foreign qualifications.

Here's a guide on how to equate certificates in Kenya:

1. Determine the **Relevant Authority**

Kenya National Qualifications Authority (KNQA): Responsible for **evaluating** and **equating** qualifications from **all levels** of education (basic, technical, and university levels).

Commission for University Education (CUE): Specifically handles the **recognition** and **equation** of foreign university **degrees**.

Kenya National Examinations Council (KNEC): **Equates** foreign **secondary** and post-secondary qualifications (e.g., high school certificates and **diplomas**).

2. **Documents** Required for Equation

The specific documents may vary based on the level of qualification, but generally, you will need:

Original and Copies of the Certificate: The foreign academic certificate or degree.

Transcripts: Official transcripts showing the courses taken and grades earned.

Institution Accreditation: Proof that the issuing institution is recognized by the relevant authority in the country of origin.

Certified Translations: If your documents are not in English, certified translations are required.

Identification Documents: Passport or national ID.

Application Form: Fill out the application form provided by KNQA, CUE, or KNEC, depending on your qualification level.

3. Submit the Application

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Visit the relevant authority (KNQA, CUE, or KNEC) or their website to obtain the application form.

Attach all the required documents to the completed application form.

Pay the necessary processing fee (fees vary depending on the authority and type of qualification).

4. Processing **Time**

The processing time can vary, but it generally takes a **few weeks** to a **couple of months**, depending on the complexity of the evaluation.

5. **Outcome**

Once the evaluation is complete, the authority will issue you an official recognition and equivalence **letter** or **certificate**, which you can use for employment, further studies, or professional registration in Kenya.

6. **Where** to Apply

Kenya National Qualifications Authority (KNQA): KNQA Website

Commission for University Education (CUE): CUE Website

Kenya National Examinations Council (KNEC): [KNEC Website](#)

This process ensures that foreign qualifications are properly recognized and aligned with Kenyan educational standards. Make sure to consult the specific authority for any unique requirements.

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THE TECHNICAL UNIVERSITY OF KENYA
VICE-CHANCELLOR'S ADDRESS
THE PROGRAMME
Friday, 30th August 2024

The Vice - Chancellor of the Technical University of Kenya Prof. Dr.-Ing. Benedict M. Mutua will give his address to the freshmen and women joining the University. The event **will be conducted** physically (**face-to-face**) at the Main Hall.

TIME	ACTIVITY	PERSON RESPONSIBLE
10.00 – 10.05 a.m.	National Anthem TU-K Anthem	Dr. Mukasa Wafula <i>(Lecturer, Music and Performing Arts)</i>
10.05 – 10.10 a.m.	Opening Prayers	Rev. Father Prof. John Ndikaru <i>(Assoc. Prof., Gov. and Legal Studies)</i>
10.10 – 10.25 a.m.	Entertainment	Dr. Mukasa Wafula <i>(Lecturer, Music and Performing Arts)</i>
10.25– 12.30 p.m.	Invitation of the Vice-Chancellor	Prof. Francis Kimani Gatheri <i>(The Ag. Deputy Vice-Chancellor - ASA)</i>
	Vice-Chancellor's Address	Prof. Dr.-Ing. Benedict M. Mutua <i>(The Vice-Chancellor)</i>
	Closing Prayers	Rev. Gabriel Abanga Owenda <i>(Lecturer, Psych. and Human Dev.)</i>
	National Anthem TU-K Anthem	Dr. Mukasa Wafula <i>(Lecturer, Music and Performing Arts)</i>

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