

GUIDANCE NOTES FOR APPLICANTS WITH FOREIGN QUALIFICATIONS

1. Secondary and High School

Holders of none KCSE Certificate with the exception of **IGCSE** and **GCE** and **Uganda ‘O’ and ‘A’ levels** are required to provide equation for their certificates.

The equation shall be done by the Kenya National Examination Council (KNEC)

Once you have uploaded your documents and completed your application, kindly do the following:-

- i. Send an email titled **REQUEST FOR EQUATION** and quoting your Application Reference number to reg-academic@uonbi.ac.ke
- ii. Attach your secondary high/school certificates to the email
- iii. You will then receive an introductory letter from the Academic Registrar to present to the KNEC to facilitate the equation of your documents.
- iv. Once you receive the KNEC Equation, upload the same to your application portal.

2. Diplomas and University Degrees

Holders of none University of Nairobi diplomas/degrees with the exception of those of Kenyan Universities are required to provide equation for their certificates and qualifications.

The equation shall be done by the Commission for University Education (CUE).

Once you have uploaded your documents and completed your application, kindly do the following:-

- i. Send an email titled **REQUEST FOR EQUATION** and quoting your Application Reference number to reg-academic@uonbi.ac.ke
- ii. Attach your diploma/degree certificates to the email
- iii. You will then receive an introductory letter from the Academic Registrar to present to the CUE to facilitate the equation of your documents.
- iv. Once you receive the CUE Equation, upload the same to your application portal.