

KENYATTA UNIVERSITY

School of Medicine

Department of Nursing Sciences – Service Charter

SERVICES RENDERED	REQUIREMENTS	CHARGES	TIMELINE
Unit Registration	<ul style="list-style-type: none"> • Student Unit Registration Form • Student I.D 	Free	Immediate
Examinations Result Queries	<ul style="list-style-type: none"> • Missing unit marks form • Student I.D 	Free	1 week
Authority for research data collection	<ul style="list-style-type: none"> • Clearance Form • Student I.D 	Free	1 day
Introductory letter for District Experience	<ul style="list-style-type: none"> • Clearance letter • Student I.D 	Free	2 days
Recommendation for sponsorship	<ul style="list-style-type: none"> • Form/letter from the willing sponsor • Student I.D 	Free	2 days
Processing for indexing with Nursing Council of Kenya	<ul style="list-style-type: none"> • NCK indexing form • Copy of result slip/certificate (K.C.S.E) • Copy of I.D (National) • Copy of school leaving certificate • Indexing fee deposit bank slip • Passport size photo. 	Free	1 month
Clearance for NCK Licensing Examinations	<ul style="list-style-type: none"> • NCK Entry to Exam Form. • Letter of completion from Kenyatta university 	Free	1 week
Clearance for Internship to the Ministry of Health	<ul style="list-style-type: none"> • Letter of completion from the University • NCK Provisional License 	Free	1 week

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Recommendation for internship	<ul style="list-style-type: none">• Letter of completion by K.U department of nursing to Ministry of Health and Nursing Council of Kenya.	Free	1 week
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