

1. Guidelines on REQ.

Introduction

The Commission for University Education (CUE) undertakes recognition and equation of Diplomas, Degrees, Post-graduate Diplomas and Post-graduate Certificates conferred or awarded by Foreign Universities and Institutions in accordance with Section 5 (1) (g) of The Universities Act No. 42 of 2012; Section 5A (2) of The Universities Act No. 42 of 2012, Revised Edition 2016 [2015]; Part XI of The Universities Regulations, 2014 and The Universities Standards and Guidelines, 2014.

I. General Requirements for Recognition and Equation of Qualifications

1. The qualification must be Accredited and Recognized.
2. The qualification must have been obtained from an accredited and recognized University or Institution.
3. The holder of the Award must have met the Minimum Entry Requirements for an Academic Programme leading to an equivalent qualification in Kenya.
4. All copies of Certificates and Academic Transcripts presented as proof of attainment of entry requirements for a particular qualification must be certified by an Advocate and Commissioner for Oaths (for Kenyan citizens), an Advocate and Notary Public (for foreigners) OR the issuing University/Institution.

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II. Recognition of Diploma Qualifications

The holder of the Award must have obtained:

Kenya Certificate of Secondary Education (KCSE) Mean Grade C (plain) or its Accredited and Recognized equivalent OR

KCSE Mean Grade C- or its Accredited and Recognized equivalent with an Accredited and Recognized relevant Post-Secondary Certificate, OR

The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division I or II or an Accredited and Recognized equivalent, OR

The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division III or an Accredited and Recognized equivalent, plus an Accredited and Recognized Post-Secondary Certificate, OR

The Kenya Advanced Certificate of Education (KACE) "Advanced Level" with at least one Principal pass and a subsidiary.

The holder of the Diploma Award must have obtained the following minimum number of instructional hours:

a	Applied Sciences and Agriculture:	1650
b	Information Technology:	920
c	Computer Science:	920
d	Engineering:	1650
e	Architecture:	1650
f	Health Sciences:	1650
g	Pure and Natural Sciences:	1250
h	Hotel and Hospitality:	1450
i	Arts and Humanities:	1050
j	Social Sciences:	1050
k	Business Studies:	1050

The Diploma classification shall be as detailed in Table 1.6.1 below:

S/No.	Overall Average Mark	G.P.A	Classification
a	70% and above	3.70 – 4.00	Distinction
b	60% - 69%	3.00 – 3.69	Credit

c	40% - 59%	2.00 – 2.99	Pass
d	Less than 40%	>2.00	Fail

7. The Academic Calendar for the awarding University/Institution must have been divided into one of the following modes:

- a. Semesters comprising two (2) equal Divisions/Terms of between fifteen – seventeen (15-17) weeks per Academic Year;
- b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; OR
- c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.

III. Recognition of Bachelor's Degree Qualifications

The holder of the Award must have obtained:

Kenya Certificate of Secondary Education (KCSE) with a Mean Grade of C+ and above or its Accredited and Recognized equivalent, OR

An Accredited and Recognized relevant Diploma from an Accredited and Recognized Institution, OR

KCSE Mean Grade C (plain) or its Accredited and Recognized equivalent, with an Accredited and Recognized relevant Diploma from an Accredited and Recognized Institution, OR

KCSE Mean Grade C- or its Accredited and Recognized equivalent, with an Accredited and Recognized relevant Post-Secondary Certificate plus an Accredited and Recognized relevant Diploma from an Accredited and Recognized institution, OR

The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division I or II or an Accredited and Recognized equivalent, plus an Accredited and Recognized Diploma from an Accredited and Recognized institution, OR

The Kenya Certificate of Education (KCE), East African Certificate of Education (EACE), "Ordinary Level" Division III or an Accredited and Recognized equivalent, plus an Accredited

and Recognized Post-Secondary Certificate and an Accredited and Recognized Diploma from an Accredited and Recognized institution, OR

The Kenya Advanced Certificate of Education (KACE) "Advanced Level" with two Principal passes and a subsidiary.

The holder of the Bachelors Award must have obtained the following minimum number of instructional hours:

IV. Recognition of Postgraduate Certificate

The holder of the Award must have obtained:

An Accredited and Recognized Bachelor's degree from an Accredited and Recognized University or Institution.

The Postgraduate certificate award must be supported by certified academic transcripts.

Research must have constituted not less than one third of the entire programme structure.

The holder of the Award must have obtained the minimum of three hundred and fifteen (315) instructional hour

The Academic Calendar for the awarding University/Institution must have been divided into one of the following modes:

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- b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; OR
- c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.

V. Recognition of Post Graduate Diploma

The holder of the Award must have obtained:

1. An Accredited and Recognized Bachelor's degree from an Accredited and Recognized University or Institution.
2. The Postgraduate Diploma award must be supported by certified academic transcripts.

3. Research must have constituted not less than one third of the entire programme structure.
4. The holder of the Award must have obtained the minimum of four hundred and seventy three (473) instructional hours.
5. The Academic Calendar for the awarding University/Institution must have been divided into one of the following modes:
 - a. Semesters comprising two (2) equal Divisions/Terms of between fifteen – seventeen (15-17) weeks per Academic Year;
 - b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; OR
 - c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.

VI. Recognition of Master's Degree

The holder of the Award must have obtained:

1. An Accredited and Recognized Bachelor's degree with Second Class Honours Upper Division and above or Equivalent from an Accredited and Recognized University or Institution.
2. An Accredited and Recognized Bachelor's degree with Second Class Honours Lower Division or Equivalent from an Accredited and Recognized University or Institution with a minimum of two years relevant working experience.
3. The Bachelor's degree Certificate must be supported by certified academic transcripts.
4. Research must have constituted not less than one third of the entire programme structure.
5. The holder of the Award must have obtained the minimum of six hundred and thirty (630) instructional hours.
6. The academic calendar for the awarding University/Institution must have been divided into one of the following modes:
 - a. Semesters comprising two (2) equal Divisions/Terms of between fifteen – seventeen (15-17) weeks per Academic Year;
 - b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; OR

c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.

VII. Recognition of Doctorate Degree Qualifications

The holder of the Award must have obtained:

1. An Accredited and Recognized Bachelor's degree with Second Class Honours Upper Division and above OR Equivalent from an Accredited and Recognized University or Institution.
2. An Accredited and Recognized Bachelor's degree with Second Class Honours Lower Division or Equivalent from an Accredited and Recognized University or Institution with a minimum of two years relevant working experience.
3. An Accredited and Recognized relevant Master's degree from an Accredited and Recognized University or Institution.
4. The Bachelors and Master's degree Certificates must be supported by academic transcripts.
5. Research must have constituted not less than two thirds of the entire programme structure.
6. The holder of the Award must have studied for a minimum of three (3) Academic Years.
7. The academic calendar for the awarding University/Institution must have been divided into one of the following modes:
 - a. Semesters comprising two (2) equal Divisions/Terms of between fifteen – seventeen (15-17) weeks per Academic Year;
 - b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; OR
 - c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.

VIII. Institutional Recognition

In circumstances where:

The qualification does not meet the minimum workload requirements as per The Universities Standards and Guidelines, 2014;

And/or

The holder of the qualification did not meet the minimum admission requirements as per The Universities Standards and Guidelines, 2014.

But

The awarding University or Institution is Accredited and Recognized by an Accrediting Body operating under International Conventions, Regional Conventions or the Laws of the Country of Operation;

And/or

The qualification was obtained under a collaborative arrangement not authorized and/or recognized by CUE;

The Commission may grant only Institutional Recognition.

IX. Qualifications Not Recognizable

Granted that Recognition and Equation of Qualifications is bound by International Conventions, Regional Conventions and by the Laws of the Countries in which Foreign Universities and Institutions operate, the Commission will not recognize foreign qualifications if:

1. The Academic Programme is not Accredited and Recognized.
2. The awarding University or Institution is not Accredited and Recognized by an Accrediting Body operating under International Conventions, Regional Conventions or the Laws of the Country of operation.
3. The Degree/Award does not meet the minimum workload requirements as per The Universities Standards and Guidelines, 2014.
4. The holder of the qualification did not meet the minimum admission requirements as per The Universities Standards and Guidelines, 2014.
5. If the qualification was obtained under a collaborative arrangement that is neither authorized nor recognized by CUE.

X. Equation of Qualifications

In addition to the requirements for Recognition of Qualifications as provided in Sections II-VIII above, Equation of Qualifications shall be based on:

1. Previous qualifications before enrolling for the given qualification to confirm adherence to the minimum entry qualifications in line with The Universities Standards and Guidelines, 2014 for an Academic Programme.
2. Content and duration of study in line with The Universities Standards and Guidelines, 2014 for an Academic Programme (certified Academic Transcript(s) must be

presented).

3. In case of professional programmes, registration to practice in the Country of origin.

4. The Academic Calendar for the awarding University/Institution must have been divided into one of the following modes:

a. Semesters comprising two (2) equal Divisions/Terms of between fifteen – seventeen (15-17) weeks per Academic Year;

b. Trimesters comprising three (3) equal Divisions/Terms of between thirteen-fifteen (13-15) weeks per Academic Year; OR

c. Quarters comprising four (4) equal Divisions/Terms of between nine-twelve (9-12) weeks per Academic Year.

5. The duration of study and credit hours for a given qualification. The holder of the Award must have obtained the minimum number of total instructional hours as detailed in Table X.5.1 below in a three (3) contact hour programme spread over a sixteen (16) week Semester OR Equivalent duration:

S/No.	Programme	Contact Hours	Minimum Number of Units
a	Arts and Humanities	1680	35
b	Social Sciences	1680	35
c	Pure and Natural Sciences	1785	37
d	Applied Sciences	2240	47
d	Medical & Allied Sciences	3960	83

The Degree classification shall be as detailed in Table X.5.2 below:

S/No.	Overall Average Mark	G.P.A	Classification
a	70% and above	3.70 – 4.00	First Class Honours
b	60% - 69%	3.00 – 3.69	Second Class Honours (Upper Division)
c	40% - 59%	2.00 – 2.99	Second Class Honours (Lower Division)
d	40% to less than 50%	2.00 – 2.49	Pass

XI. Bridging and Pre-University Qualifications

These qualifications were viable when the Commission for Higher Education, the precursor to the Commission for University Education was handling both Tertiary and University Education. But, with the enactment of The Universities Act No. 42 of 2012 and The Universities Act No. 42 of 2012, Revised Edition 2016 [2015], Bridging and Pre-University qualifications are no longer within the mandate of CUE; and not recognized and equated as university level or degree awarding qualifications. Hence, CUE has expunged these qualifications from the general requirements for Recognition and Equation of Universities and degree awarding Qualifications.

XII. Charges

CUE is mandated by The Universities Act No. 42 of 2012 and The Universities Act No. 42 of 2012, Revised Edition 2016 [2015], to levy charges for services rendered for Recognition and Equation of Degrees, Postgraduate Diplomas, Postgraduate Certificates or such other

academic awards conferred or awarded by Foreign Universities and Institutions. With effect from 21st November 2014, as published in the Kenya Gazette, Notice No. 8477 and No. 6853 of 26th August 2016, the charges are as follows:

1. First application by holder of the Academic Award: KES 6,000/=
2. More than one Award from the same University or Institution: KES 6,000/=
3. Awards from different Institutions KES 6,000/= each
4. Subsequent application on the same Academic Award by the holder: KES 3,600/=
5. Express (same day) service by Holder of the Academic Award: KES 10,000/= each
6. By prospective employer or any other body:
 - a. Within the Republic of Kenya: KES 12,000/= per Award
 - b. Outside the jurisdiction of the Republic of Kenya: USD 300 per Award

XIII. Modes of Payment

Payments for Recognition and Equation of Qualifications and Institutions shall be made through the Bank or M-PESA using the following account details:

1. Commission for University Education

Kenya Commercial Bank Ltd.

Moi Avenue Branch

P. O Box 30081, Nairobi, Kenya

Account Number: 1108031625

SWIFT CODE: KCBLKENX

PAYMENT MODES



When using M-PESA, applicants provide their full names and identity card numbers as the account number.

XIV. Procedure for Recognition and Equation of Qualifications

You may apply for Recognition and Equation of Qualifications manually or through an online system as described below:

Manual application for Recognition and Equation of Qualifications

1. The following documents must be submitted to CUE:
 - a. A duly filled application Form CUE/QAS/1 for Recognition of Degrees, Postgraduate Diplomas and Postgraduate Certificates.
 - b. Original and certified copies of ALL required Certificates.
 - c. Original and certified copies of Academic Transcripts to support the Certificates.
 - d. Original and certified copy of National Identity Card (ID) or a valid Passport for Kenyan Citizens.

- e. Original and certified copy of a valid Passport, Work Permit/Visa and Letter of Provisional Admission/Intent into Kenyan Universities for foreigners intending to pursue further studies in Kenyan Universities.
 - f. Original and certified copy of a valid Passport, Work Permit/Visa and Letter of invitation for interview or employment offer for foreigners intending to work in organizations based in Kenya.
2. Certificates and certified Academic transcripts submitted by Kenyan citizens must be certified by:
- a. An Advocate and Commissioner of Oaths, OR
 - b. The respective issuing University/Institution.
3. Certificates submitted by Foreign Institutions must be certified by:
- a. An Advocate and Notary Public, OR
 - b. The respective issuing University/Institution.
4. National Identity Cards or Passports submitted by Kenyan Citizens must be certified by An Advocate and Commissioner for Oaths.
5. Passports, Work Permits and Visas submitted by foreigners must be certified by an Advocate and Notary Public.
6. Where certificates and transcripts are in a foreign language, copies translated in English bearing the official stamp of the Foreign University/Institution or the local Embassy/Mission of the home country of the University issuing the Certificates and Academic transcripts must be submitted.
7. Submission of applications and collection of Letters of Recognition and Equation shall be done during the following CUE official working hours:
- a. Morning: 8.00 am - 1.00 pm
 - b. Afternoon: 2.00 pm - 5.00 pm
8. Application for express service must reach CUE before 1.00p.m on the day of application.
9. Letters of Recognition and Equation will normally be collected within forty eight (48) hours unless the applicant has sought express service.
10. Letters of Recognition and Equation sought under express service will be collected within twelve (12) hours.
11. In the event that the timelines stipulated under numbers 6, 7, 8 and above cannot be adhered to, the underlying reasons and the new timelines will be given to the applicant and documented accordingly.

To apply online click: [Online application for Recognition and Equation of Qualifications](#)

To Read the whole Revised Standards For Recognition And Equation Of Qualifications [Click Here](#)

To apply online click: [Online application for Recognition and Equation of Qualifications](#)

Note:

1. Submission of applications and collection of letters is done during CUE office hours:

Morning: 8.00 am – 1.00 pm **Afternoon:** 2.00 p.m. - 5.00 p.m.

2. Letters of recognition to be collected within **48 hours** (if application is manual) or within **36 hours** if application is done online.

3. Application for express service must reach CUE before 13:00 Hrs/ 1.00p.m.

2. Terms and Conditions

- a) The Commission is not accountable for the authenticity of the certificate or the identity of the certificate holder presented for recognition and/or equation
- b) The Commission retains the right to revoke recognition of the award in the event that it establishes any reason that makes the award in question ineligible for recognition and or equation