Please insert passport photo for each person as indicated on column 2. See below the passport photo requirements.

You are required to fill the following template, SAVE\_AS your PF. No. and Name then submit via email to **info@unika.ac.ke**

|  |  |  |  |
| --- | --- | --- | --- |
| **S No** | **STATUS** | **PASSPORT PHOTO** |  |
| 1 | KUC Staff |  | Name …………………………..……………..……..  PF No ………. ID No …………………  NHIF No ……………..  Phone Number ………….…  Email …………………………….. |
| 2 | Spouse |  | Name …………………………………………………..  DoB ……..………………..  ID No ………………..  Email …………………….……………..  Phone No………………………. |
| 3 | 1st Child |  | Name ………………………………………… DoB ……..……..  ID No ………………..  Email ……….……….…………………..  Birth Cert No …………...  Phone No ……………………………. |
| 4 | 2nd Child |  | Name ………………………………………… DoB ……..……..  ID No ………………..  Email ……….……….…………………..  Birth Cert No …………...  Phone No ……………………………. |
| 5 | 3rd Child |  | Name ………………………………………… DoB ……..……..  ID No ………………..  Email ……….……….…………………..  Birth Cert No …………...  Phone No ……………………………. |
| 6 | 4th Child |  | Name ………………………………………… DoB ……..……..  ID No ………………..  Email ……….……….…………………..  Birth Cert No …………...  Phone No ……………………………. |
| 7 | 5th Child |  | Name ………………………………………… DoB ……..……..  ID No ………………..  Email ……….……….…………………..  Birth Cert No …………...  Phone No ……………………………. |
| 8 | 6th Child |  | Name ………………………………………… DoB ……..……..  ID No ………………..  Email ……….……….…………………..  Birth Cert No …………...  Phone No ……………………………. |

**Notes**: DoB – Date of Birth

Child ID No – College or University ID number

Attach Birth certificate for each child

See Attached instructions on how to insert the photo in the Dependants Data Capture Template

**Passport Photo Requirements:**

1. Must be coloured.
2. Background: white or off-white with no patterns or shadows.
3. Image size: 1MB or less
4. Dimensions size: 207px by 207px (2.875 inches by 2.875 inches)