



## The Kenya School of Law

### Important Notice: Paralegal Training Programme Applications for Academic Year 2024/2025

Dear Applicants,

Majority of applications have undergone vetting, and applicants have been informed of the outcomes—either successful or a request to submit additional or missing documents through the appeal process. Currently, the School is actively reviewing pending PTP applications and appeals. Once the vetting process is finalized, you will receive notification of the outcome through email. Please take note of the following key information pertaining to the different application statuses or stages:

1. If you **HAVE NOT** received any communication about your application, follow these steps:
  - a) Log in to applications.ksl.ac.ke.
  - b) Check if your application shows as "submitted." If it does, proceed to the next step. If not, make sure to submit it.
  - c) Under "Drafts," click on "Paralegal Training Programme."
  - d) Choose the payment option.
  - e) Click on the invoice number to open the proof of payment attachment button.
  - f) Take a photo or screenshot of the KShs 2000 application fee payment.
  - g) Attach the photo or screenshot of the payment slip or receipt.
  - h) Submit your application.

The application process is finished and ready for vetting.

2. **Vetting:** Your application is awaiting assignment to one of the lecturers for evaluation or is undergoing evaluation.
3. **Accept Dispatch:** Your application is awaiting to go to next stage which is approval for you to receive an email requiring you to accept the admission letter by upload a photo signature through the applications portal.
4. **Reject Dispatch:** This means your application has been found to miss some information or document and awaiting to be sent to your email for you to appeal
5. **Approval:** This status indicates that your application is awaiting final approval, and the outcome will be sent to your email once approved.
6. **Registration:** You have received or downloaded your admission letter.
7. **Accept:** The system is awaiting you to upload your signature photo through the applications portal to confirm your acceptance of the admission letter.
8. **Appeal:** You have appealed by uploading or providing the required documents in a single file. The appeal will undergo further vetting, and you will receive the verdict via email or by checking the portal. You have a right to keep appealing till you provide all the required information.
9. **Concede:** You accept that you cannot provide the requested document(s) or information
10. **Deferred:** Having accepted the admission letter, you have chosen to defer your studies.
11. **Denial:** You have clicked "reject" but have not chosen either appeal or concede. Please take necessary action to complete your application process.
12. **Expired:** Please ignore the expired notice and check for your admission letter sent to the email you used during application. In case the letter is not attached login to applications.ksl.ac.ke and click **Download Paralegal: Accept Notice Template**

Do not make more than one application but utilize the appeal option through applications.ksl.ac.ke. Your Application should be under **Paralegal Training**

**Programme or Paralegal Studies and not under Advocates Training Programme.**

Any other enquiry or if you mistakenly choose the wrong option e.g. concede instead of appeal, please write an email to [lawschool@ksl.ac.ke](mailto:lawschool@ksl.ac.ke) remember to include the reference number.

**Note:** Do not pay any school fees until you get your admission letter with your Admission number that starts with **DIP/PL/2024** just below the Date on the Admission letter

**Dated: April 16, 2024**