



THE KENYA SCHOOL OF LAW  
PARALEGAL TRAINING PROGRAMME

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DIPLOMA IN LAW (PARALEGAL STUDIES)  
**MAY 2025 INTAKE**  
PHYSICAL OR VIRTUAL CLASSES

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The Kenya School of Law is an institution established under the Kenya School of Law Act, Cap 16C. The School is mandated by section 4(1) of the Act to be a public legal education provider responsible for the provision of professional legal training **as an agent of the Government**. In the exercise of this mandate, the school invites applications from qualified candidates to pursue studies leading to a Diploma in Law (Paralegal studies), commencing in **May 2025**.

**1. General objectives of the Programme:**

The general objectives are to train persons to serve in all fields of law and to instill professional preparedness and ethical commitment in the legal practice as Paralegals. The programme may also lay a foundation for those wishing to pursue further studies in the legal field. The PTP programme helps to bridge the existing gap in a middle cadre support for the legal professionals practicing at the Bar, the corporate world and government institutions.

**2. Training Venue and Classes**

The programme is offered at the Kenya School of Law, **Town Campus**, in **Development House, 5<sup>th</sup> and 6<sup>th</sup> Floor, New Wing, Moi Avenue, Nairobi**. Learning will be physical day classes (morning 9am-12pm or afternoon classes 2-5pm, Monday to Thursday) or virtual classes in the evenings 5-8pm (Mon-Thur).

**3. Minimum entry requirements:**

To be eligible for admission into the Diploma in Law (Para-legal Studies) Programme, applicants must meet the following requirements:

- a) A mean grade of **C (plain)** in Kenya Certificate of Secondary Education (K.C.S.E) examination or its equivalent with at least **C (plus)** in English or Kiswahili;
- b) At least one principal pass at the Kenya Advanced Certificate of Education (K.A.C.E) examination;
- c) A pass in a certificate of law course offered at an accredited legal education provider; or
- d) A certificate of experiential learning issued by the Council of Legal Education.

**4. Duration and Pattern of the programme:**

- a. This is a weekday programme with an option for either day-physical or evening-virtual classes.
- b. The programme shall last for a minimum period of two (2) academic years comprising of three (3) terms in each year.
- c. Students shall register for a maximum of four (4) course units per term.
- d. To qualify for the award of the Diploma in Law (Paralegal Studies) candidates must complete the course of study in not less than two (2) academic years.

**5. Fees structure:**

**(NB – 75% of fees due for each Term must be paid during registration and the balance at least two weeks before commencement of examinations)**

	Item	Cost(Kshs.)
1.	Application fees (to be paid on submission of application)	2000/=
2.	Tuition fees <b>per course unit</b> *.....(Maximum 4 units per term)	7500/=
3.	Examination fees <b>per course unit</b> *.....(Maximum 4 units per term)	3000/=
4.	Library fees ( <b>per year</b> ).....	5000/=
5.	Attachment fees (payable in the last term of second year)	5000/=

\*Total units for the programme = 25 (inclusive of attachment)

**6 Mode of Application:**

Application to the 2025/2026 academic year commencing on **12<sup>th</sup> May 2025** must be submitted through the **online** application portal [applications.ksl.ac.ke/](http://applications.ksl.ac.ke/) available on the School website [www.ksl.ac.ke](http://www.ksl.ac.ke). The following documents should be uploaded on the portal:

- a) Copy of KCSE/KCE certificate;
- b) Copies of relevant professional certificates and transcripts (where applicable);
- c) Copy of national identity card;
- d) A passport size colour photograph;
- e) Copy of bank payment slip showing payment of application fee. Your full name should appear on the deposit slip. Applicants must deposit a **non-refundable** application processing fee of **Kshs. 2000/-** as indicated below:

**Account Name: Kenya School of Law**

**Account No: 01129706350500**

**Bank: Cooperative Bank of Kenya, Karen Branch or any other co-operative bank countrywide**

So as to be received, not later than **18<sup>th</sup> April 2025**. Applications not accompanied by the required documents, or sent after the closing date shall not be accepted.

**Applications can also be submitted via KUCCPS Portal [www.students.kuccps.net](http://www.students.kuccps.net) Our program code is: 5485J23 Program Name: Diploma in Law (Paralegal Studies)**

Please feel free to reach out to us via email [ptpdiploma@ksl.ac.ke](mailto:ptpdiploma@ksl.ac.ke) or Safaricom: 0712923459 Airtel: 0754456629  
Telkom: 020 2699582 /0202699584

*Director / Chief Executive &  
Secretary Kenya School of Law Board  
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Nairobi.*

Dr. HENRY K. MUTAI

**DIRECTOR/CHIEF EXECUTIVE OFFICER**