



**KENYA SCHOOL OF LAW  
INTERNAL MEMO**

To: All First-Year 2025 PTP Students  
From: Senior Officer, Academic Services  
Date: 26 May 2025  
RE: **First-Year 2025 PTP Students – ID Card Collection Notice**

This is to inform all first-year Diploma in Law (Paralegal Training Programme) (PTP) 2025 students that student identification cards are now ready for collection.

**Collection details are as follows:**

- ❖ Students registered at **Town Campus** and **Online students** are to collect their ID cards at **Town Campus**.
- ❖ Students registered at **Karen Campus** are to collect their ID cards from the **Academic Services Department at Karen Campus**.

**Please note:**

- ❖ ID cards will be issued during official working hours only.
- ❖ To collect your student ID card, you must present one of the following original identification documents:
  - ✓ National Identification Card
  - ✓ National Identification Waiting Card
  - ✓ Birth Certificate

**Important Deadline:**

All students are required to collect their ID cards from their designated centres **no later than 13 June 2025**. After this date, **any uncollected ID cards will only be available for collection at the Academic Services Department, Karen Campus**.

For any inquiries, please contact the Academic Services Department:  
[studentenquiries@ksl.ac.ke](mailto:studentenquiries@ksl.ac.ke)

Lawrence Ndirangu  
Senior Officer, Academic Services

c.c: **Coordinator, Town Campus**