



### **CONDITIONS OF ENROLMENT**

1. The **full** examination fee is due at the time of registration. Payments are made via MPESA (details at the bottom).
2. **Fees paid are not refundable.** Examination fees are **neither refundable nor transferable** if a candidate doesn't turn up on the examination day.
3. Only those candidates whose names appear on the examination list will be admitted.
4. The examination booking form must be completed. Make sure that all your details have been entered correctly and are clearly legible. The details will be reflected on your certificate as on the identification document you submit. **Please note that alterations cannot be made once certificates have been printed.**
5. You need to present **1** colour passport size photograph (not older than 3 months *and with a plain white or light grey background*) and a valid identification document (strictly I.D. card or passport for visa applicants), in original on the examination day. **Underage candidates without IDs or passports have to submit one of their parents' original ID and their original birth certificate, a sworn affidavit indicating official names, nationality, date and place of birth, and a photograph that has been endorsed by a lawyer. Failure to present a valid original identification document will lead to exclusion from the examination.**
6. Candidates will be notified via email prior to the examination, about their reporting time during the examination day. If you do not receive an email from us, do let us know before the examination day.
7. If the certificate is lost within 10 years, a **replacement letter** can be issued at the cost of **KES 2,000.00**.
8. **Examination documents are stored for a maximum period of 12 months from the examination date and then disposed of or deleted in a professional manner. The documents with the overall score or the score in respective modules are stored for 10 years and then disposed of or deleted.**
9. Examination candidates' personal data and the examination results will be transmitted to the headquarters of the Goethe-Institut in Munich, Germany and to the Embassy of the Federal Republic of Germany in Nairobi. All candidates must sign the declaration of consent forms.
10. **Candidates are required to take note of the examination guidelines and terms and conditions of Goethe-Institut "Prüfungsordnung und Durchführungsbestimmungen" available on our website [www.goethe.de/pruefungen](http://www.goethe.de/pruefungen)**
11. For internal candidates, it is advisable to receive consent from your class teacher before registering for the examination.
12. Security checks at the entrance of the institute are mandatory for all candidates and visitors.

Head of Language Department

Pay Bill Business Number for Examination Fees: **925703**, Enter "**Account Number**" i.e. Candidate number and press OK.

**Affidavits for underage candidates will only accepted from the following law firm:**

**Musyimi & Company Advocates**

**M'pulla House, Arboretum Drive, Off State House Road**

**Tel: 254-20-2710305/ Cell: 0722513991/0733773955/Email: [musyimilaw@musyimilaw.com](mailto:musyimilaw@musyimilaw.com)**

**\*It is advisable to call and book an appointment in advance.**

**NB: Technical resources such as mobile phones, mini computers, smart watches and similar devices which can save and retrieve information, bags and pencils are strictly prohibited from the examination rooms.**

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