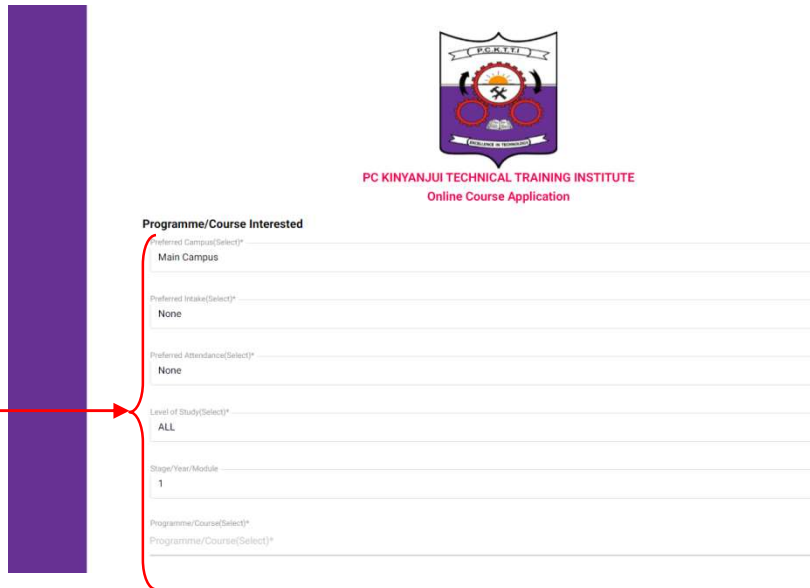# Campuscura/Eregistrar Online Application for Self-Sponsored Students User Guide

To make a new application as a self sponsored student, follow these steps once you have access this screen via the institution website.
*Do not use these steps if placed by KUCCPS.

Step 1:
Select the Programme/Course you are interested

PC KINYANJUI TECHNICAL TRAINING INSTITUTE
Online Course Application

Programme/Course Interested

Preferred Campus(Select)*
Main Campus

Preferred Intake(Select)*
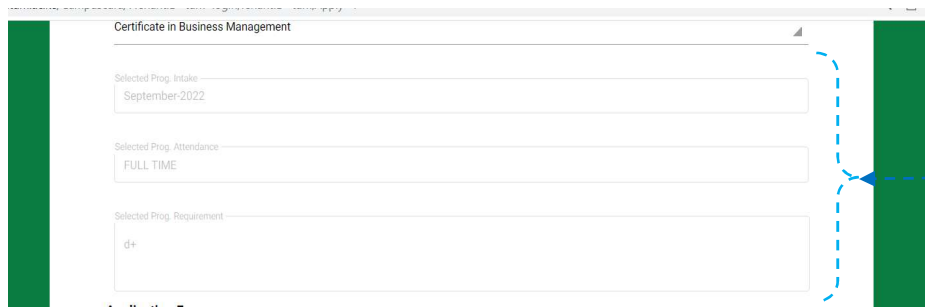None

Preferred Attendance(Select)*
None

Level of Study(Select)*
ALL

Stage/Year/Module
1

Programme/Course(Select)*
Programme/Course(Select)*

Note*** Follow these steps in order indicated

1. *Select the preferred Campus where you want to study*
2. *Select your preferred Intake Period for*
3. *Select your preferred mode of attendance*
4. *Select the Cause the type (level of study) i.e Diploma, Undergraduate etc*
5. *Select the stage/year/level/Module you want to start your study*
6. *Select the Programme/Course*

Certificate in Business Management

Selected Prog. Intake
September-2022

Selected Prog. Attendance
FULL TIME

Selected Prog. Requirement
d+

Note*** *(To increase your chance of being accepted. Make sure you meet the indicated entry requirement(s))*
Your selected Course/Programme entry requirement(s) details will appear here

Step 2:

Enter your Personal Details here appropriately as prompted

Personal Details

First Name*

Middle Name

Surname*

☐ Living with Disability

Title*
[SELECT]

Gender*
[SELECT]

Date of Birth*(Click Here)
17-Jul-2016

Nationality*

National ID/Passport No*

KCSE Index
INDEX NUMBER/YEAR i.e 0123456789/2020

KCPE Index

County/State/Province

Sub-County/District

Step 3:

Enter your Contact Details as indicated

Applicant Contacts:

Address*

C/O

Town*

Email*

Mobile Phone*

Alternate Mobile Phone

Step 4:
Enter your Next of Kin Details as indicated

Next Of Kin:

Next of Kin Name*

Relationship
Relationship

Address*

NOK Town*

Email

Mobile Phone

Phone

Step 5:
Scan and attach the required/mandatory document(s). Only pdf format allowed

Note* (only pdf format)**
Combine the scanned document as one. i.e. the academic certificates/Result slip, National ID/Passport/Birth certificate etc

Academic Certificate(s) Attachment(Combined in one PDF file format):*
⬆ No Attachment Choose File No file chosen

How did you know about Us:
How did you know about Us

SUBMIT   CLEAR   CANCEL

Step 6
Enter or select how you came to know the institution

Step 7
Click Submit button to complete the application

Online Course Application

Your Course Application Done Successfully! You can alway use your KCSE Index or ID/Birth Cert. # as your User ID and Password to login and monitor the status of your application

This message will appear if your submission was successful. Pay attention as it guides you on how to check the status of your application. Click anywhere to close it

Please use your index number to login as indicated below to verify/confirm if your application status.

PC KINYANJUI TECHNICAL TRAINING INSTITUTE

User ID

Password

SIGN IN

Forgot Password or User ID? Click here.

Seeking New Admission? Click here.

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Step 1:
Enter your Index Number as User ID and Password to login

Step 2
Click Sign In button to login

Note* (Screen option 1)**
In case the status of the application is not yet processed or processed but not accepted, the screen will appear as follows

Current application Status. Please pay attention to the status since it may be waiting for your attention to enable it to be processed.

TUM(MAIN CAMPUS)

Course Applicant

Personal Details

Academic Profile

My Application/Admission

MY COURSE APPLICATION (1 RECORDS) >   VIEW Q   OFFER LETTER   JOIN   AMEND

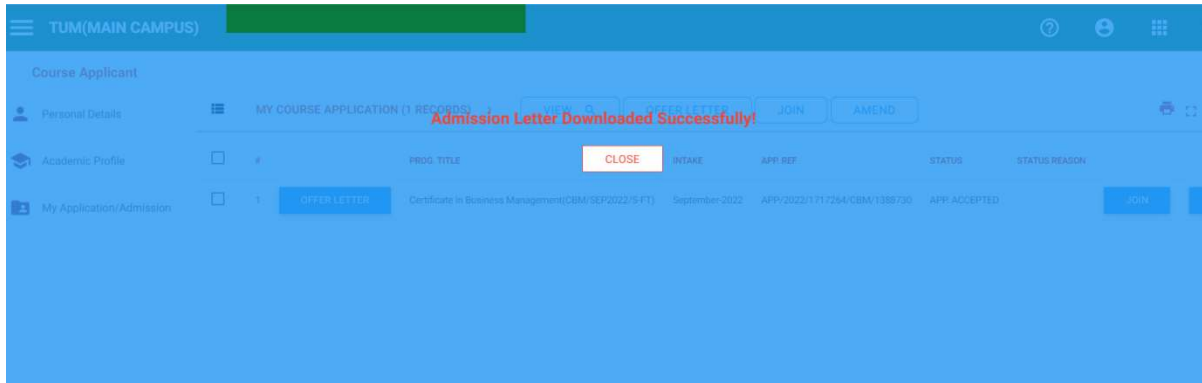|	#	PROG. TITLE	INTAKE	APP. REF	STATUS	STATUS REASON	
	1	OFFER LETTER	Certificate in Business Management(CBM/SEP2022/S-FT)	September-2022	APP/2022/1711264/CBM/1388730	WAITING VERIFICATION	JOIN

Note* (Screen option 2 –Application Accepted)**
In case the application has been accepted, the screen will appear as follows

TUM(MAIN CAMPUS)

Course Applicant

Personal Details

Academic Profile

My Application/Admission

MY COURSE APPLICATION (1 RECORDS) >   VIEW Q   OFFER LETTER   JOIN   AMEND

Congratulations! You have been admitted for Certificate in Business Management. Do you want to Download the Admission Letter Now?

DOWNLOAD NOW   READY DOWNLOADED   LATER

Click Download Now button to download your admission letter

The following screen will appear if the download was successful.

Please check the download folder for the admission letter
The file name is AdmissionLetter_Out.pdf.