



# Online Application Guide



Go to <http://applications.ku.ac.ke/> and click on Online application. By default, the opening page will be on step one.



## Step One: Personal Data

The first section requires you to fill in your personal details after which when you are through, click on save and continue.



**Note:** The green tick is an indicator that you have successfully completed the first step. Automatically it moves on to the next step 2 when you click save & next.

## Step Two: Programme

Step two requires that you fill in the programme you intend to undertake. First choose the mode of study e.g Digital school, Regular, IBP etc before choosing the type of programme i.e. Certificate, Diploma, Degree, Masters or PhD. Do proceed to the third tab which will require you to choose the type of programme and finally the campus where it is offered.

Programmes eg. B.Com, LL.B, B.Ed

### Note:

You can only be able to choose the type of programme after selecting the mode of study and type of programme, after which you will be able to view the campuses where the programme is offered e.g. Main, City, Nakuru e.t.c. You can then select any one campus that suits you. Also, after selecting the type of programme, the total fee p.a. and eligibility criteria will appear.

Programmes eg. B.Com, LL.B, B.Ed

East Africans Kshs. 70,000/- p.a. Statutory fees Kshs19,900/- p.a. [Eligibility Criteria](#)

You can be able to view the eligibility criteria by clicking on it. A dialog box with the requirements will then appear.



Proceed by filling in the subsequent information and once you complete, click on save and continue.

Enter registration Number (if any) for a course previously attended at Kenyatta University

This section only applies to all alumni of Kenyatta University

Who Will Sponsor Your Education at KU?\*

Self  Parents  Self and Parents  Other

Are you being financed by HELB ?

YES  NO

Next of KIN

Name\*

Address\*

Telephone\*

Email\*

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## Step Three: Academic Profile

This section requires you to fill in academic details from secondary education to tertiary level.

In the first part, fill in the details of the Secondary School and the years attended. In cases where one attended more than one secondary school, click on the add more and fill in the details of the other school(s).

Follow the same steps in filling in the details of the second section-University or college details

### Academic Profile

List of All Secondary Schools Attended

#### School Details\*

Name

Address

Year

2010

To

Year

2010

[Add more](#)

The last section requires you to upload files in the system. First you need to upload a passport sized photo of yourself and in the second part, upload a copy of your national ID or birth certificate. The third part requires you to upload copies of your academic certificates. Whenever you have uploaded a file, just click on add more and upload a file. Repeat the process until you have uploaded all certificates and then proceed by clicking on save and next

## Step Four: Additional Data

In this section simply tell us how you were able to know Kenyatta University by selecting any one of the given options. You can indicate how you got to know Kenyatta University by typing in the others section, if the options given above are not one of them. Once through, click save and next.

## Step Five: Declaration and Verification

By clicking on the small button besides I agree, you verify and declare that the information you have provided is true. Proceed by simply clicking save and next.

## Step Six: Payment

In this section, choose the mode of payment by clicking on either online/offline payment. For offline payment, simply enter the details of the bank you deposited the fee in and in the upload receipt section, upload a scanned copy of the bank deposit slip. For online payment, M-Pesa Payment Procedures

1. Go to M-PESA on your phone
2. Select Pay Bill option
3. Enter Business no. 892101
4. Enter your Identification number (ID no.) as the Account Number for Kenyatta University e.g. 12345672
5. Enter the Amount
6. Enter your M-PESA PIN and Send
7. You will receive a confirmation via SMS
8. Once you receive the confirmation message from

Kenyatta University, enter the reference number to the online application form.

Proceed by clicking on the box besides I agree to accept terms and conditions. You can then finish by clicking save and next

[Online Payment](#) [Offline Payment](#)

### Payment Details

(For East Africa and Kenya candidates application fee is 2,000 KSh and for others application fee is 4,000 KSh.)

Bank Deposited\*  Branch Name\*   
Transaction Date\*  Amount\*   
Payee details\*  Transaction ID/ Ref. No\*

Upload Receipt:  No file chosen

I Agree

**Terms and conditions:**  
The information provided is true to the best of my knowledge. If selected, I agree to abide by the rules and regulations of Kenyatta University. False information will lead to disqualification.

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## Step Seven: Finish

You will receive such a message in this final stage. You can download a copy of the whole document by clicking on download pdf. Finish by clicking on finish.

### Your Application Detail for KU University

Dear XYZ

Thanks for applying for Kenyatta University programs. We have received your offline payment details.

Our Finance department will verify the details and admission committee will allot you the program after reviewing your academic details and vacant seat in the program.

Submitted application form and login details send at your email. Please check your mailbox.

Account details is:

Form Number-sep201515  
Username-mobile --254-0726550741  
Password - 0726550741

For any support or information contact at +254 020-8710901/2/3 Extension 57182

For further information please contact:

The Registrar (Academic)

Kenyatta University, P. O. Box 43844 – 00100 Nairobi

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Email: registrar-acad@ku.ac.ke

Mobile: 0731 008 894/ 0786 146 096/ 0702 025 829

Website: www.ku.ac.ke

Chat Platform: chat.ku.ac.ke