Procedure for Online Application for Placement to

Universities and Colleges for 2014 KCSE Examination Candidates
INTRODUCTION

The Kenya Universities and Colleges Central Placement Service (Placement Service) was established as a Body Corporate under Section 55 of the Universities Act No. 42 of 2012 with its functions being to, among others co-ordinate the Placement of Government Sponsored Students to Universities and Colleges. A placement Policy and procedure for placement was subsequently developed and approved by the Board of the Placement Service. Based on the total declared capacity for programmes under Government sponsorship, and the performance analysis of the 2014 K.C.S.E Examination results, the Placement Service has set the cut off point for admission to bachelor’s degree programme at B of 60 points for male candidates and B- of 58 points for female candidates. In addition, all Candidates with a minimum overall grade of C- are eligible to apply for diploma programmes.

The Placement Service therefore wishes to inform the 2014 K.C.S.E Examination Candidates that the online application system will open for application on Monday, April 20, 2015 at 0000 hrs. and will close on Monday, May 4, 2015 at midnight. Applicants who meet the cutoff point set by the Placement Service for admission to bachelor’s degree programmes may in addition apply for diploma programmes of their choice, while those below the bachelor’s degree cut off point but with a minimum of overall grade of C- may only apply for diploma programmes, following the procedure outlined in the Placement Service Website www.kuccps.ac.ke. Application will be done online by all applicants be they first time applicants or those who wish to revise their choices. There will be no manual application.

1. THE ONLINE APPLICATION

This module will be used by individual applicants for application of programme choices between Monday, April 20, 2015 at 0000 hrs. and Saturday, Monday, May 4, 0000hrs. The procedure is as outlined below;

1.1. Applicant Eligibility For a candidate to be eligible to apply for placement, the following conditions will apply:


   ii. Application will only be eligible to the 2014 KCSE candidates. Candidates of the year(s) preceding 2014 with a minimum grade of C- and above are also eligible for diploma courses.
iii. The minimum placement requirement to apply for bachelor’s degree will be grade B (60 points) for male candidates and grade B- (58 Points) for Female candidates while the minimum admission requirement to apply for a diploma will be C-

iv. The minimum placement requirement to apply for bachelor’s degree for candidates who schooled for both their Primary and Secondary education in counties classified as marginalized areas by CRA 2012 policy is B- of 55 points for both male and female candidates.

v. Candidates with disabilities are eligible to apply for bachelor’s degree programme if they meet the following criteria;

   a. Candidates with a mean grade of C+ and above and have visual or hearing impairment.
   b. Candidates with physical impairment with at least B- of 57 Points.

1.2. Applicant Choices;

i. Candidates with an overall grade of grade B (60 points) for male candidates and grade B- (58 Points) for Female candidates will be allowed to make a total of 6 choices for either degree or diploma programmes.

ii. Candidates with an overall grade of C- and above but below grade B of 60 points for male and grade B- of 58 Points for Female will be allowed to make a maximum of 6 choices from diploma programmes.

iii. Choices 1(a), 1(b) and 1(c) must be similar programmes while Choices 2, 3 and, 4 can be any other programmes.

Candidates with disabilities will download and fill the Disability application form and return the dully filled form to the Placement Service.

1.3. Application Requirements;

All applicants will require the following as contained in the 2014 K.C.S.E examination Registration Information;

- KCSE Index No,
- KCPE Index No,
- Birth Certificate Number and in addition,
- Enough money in your Mpesa to pay for revision.

The revision charge is Ksh. 1,000 for those candidates who had applied in School and Ksh. 1,500 for those who had not applied in school.
1.4. Procedure for Online application of Programmes Choices

Step 1:

Access from your computer [www.kuccps.ac.ke](http://www.kuccps.ac.ke) then click on 2015/2016 First Revision to proceed.

**Note:** Your Password is confidential and MUST never be made known to another person.

Step 2:

The student should input their index number, the year they sat for KCSE examination and their birth certificate number according to the information given to KNEC. In case the birth certificate number was not provided during registration the student should use their KCPE index number as the password.
STEP 3: ACCESSING 2015/2016 AVAILABLE PROGRAMMES

- Click on COURSES/PROGRAMMES.
- Access Courses / Programmes within a particular grouping by clicking the group name e.g. Engineering.

Click on the particular programme that you want to pursue i.e. if it is Bachelor of Engineering (Civil Engineering), click on it.
The following page shows the cluster subject requirements for a particular course, similar programmes and their codes that will be used on the application and a key for the abbreviated institution.

Step 4: APPLICATION FEE PAYMENT

a) Pay the required amount through your mobile phone by Mpesa following the instructions below:

- Go to M-PESA on your phone.
- Select Pay Bill option.
- Enter Business no. 820201.
- Enter KCSE Examination year followed by 11 Digit INDEX NO e.g.201401234567891 as your account number.
- Enter the Amount.
- Enter your M-PESA PIN and Send.

b) You will receive a payment confirmation message from Mpesa. The confirmation message received from MPESA should not be deleted as it the transaction ID number will be used to confirm the changes every time one makes a change / update on the system.
Step 5: APPLICATION/REVISION OF COURSES/PROGRAMMES

Use the link titled APPLICATION/REVISION to complete your application/revision as follows:

a) Enter the Programme codes for the revised programme choices that you recorded on the column labeled “New Programme Code” and Tick “select to change/revise” column programmes you want to change / Revise.

b) The choices you have made will be displayed below if the changes / revision was saved successfully (without errors). If you find errors indicated in red, correct and save again.

Step 6: Log Out / Sign Out

You MUST Log out when you have finalized with application. This is necessary so as to keep your application information safe.

1.5 KUCCPS Support

For further assistance, an applicant may visit the KUCCPS offices at 1st Ngong Avenue, ACK Garden Community, during the application period. Enquires may also be made by sending an email through info@kuccps.ac.ke or Call either 0723-954-927 or 0734-879-662 between 8 am and 5 pm during the application period.

Note:

- There will be NO MANUAL REVISION using physical application forms. Application must be done online following the procedure given above.
- All payments for application MUST be made through MPESA as explained in step 4 of the procedure. Any other mode of payment will NOT BE ACCEPTED.
- The following guiding information will be available and downloadable from the website.
  - List of programmes and 2013 cut –off points where applicable.
  - Programme clusters.
  - Similar programme.
  - Postal code.