



KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE

FREQUENTLY ASKED QUESTIONS

UPDATED: JUNE 2020

ABOUT KUCCPS

1. What is the main function of KUCCPS?

The main functions of the Kenya Universities and Colleges Central Placement Service (KUCCPS) are to coordinate the selection of secondary school graduates for enrolment to universities and colleges under Government sponsorship. It is also mandated to develop career guidance programmes for the benefit of students, collect and retain data relating to student placement to universities and colleges and advise the Government on matters relating to student placement.



2. What is the difference between KUCCPS and HELB?

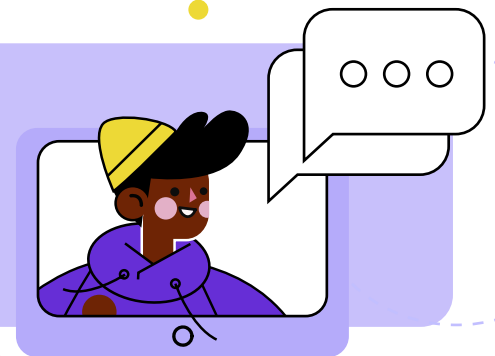
KUCCPS is a student placement agency while the Higher Education Loans Board (HELB) is a student-funding agency. While KUCCPS selects applicants for admission to universities and colleges for Government sponsorship, HELB provides Government loans and bursaries to the students once enrolled.

3. Does KUCCPS provide services at Huduma Centres?

KUCCPS services are available at the following Huduma Centres: Nairobi (GPO and Makadara), Eldoret, Meru, Nyeri, Kisumu, Kakamega, Nakuru, Kitui, Garissa and Mombasa.

4. How can I contact KUCCPS?

KUCCPS offices are located at ACK Garden House on 1st Ngong Avenue in Community Area, Nairobi. You may also contact us through the telephone lines 020 5137400, 0734879662 and 0723954927, or by email to info@kuccps.ac.ke. Our official social media channels are @KUCCPS_Official (Twitter) and @The.Placement.Service (Facebook).



PLACEMENT PROCESS

5. How do I log in to my student portal?

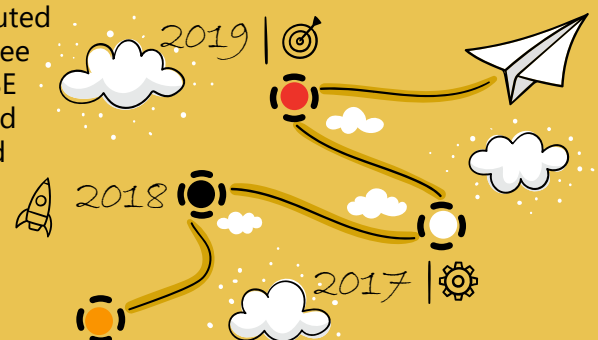


To log in to the Student's Portal, go to your browser and type the address students.kuccps.net. It will open into a login page. Click the Login tab and enter your correct KCSE index number, KCSE examination year and a password. The password is either your KCPE index number or birth certificate number. The login page is accessible via the Placement Service website.

Another option is to log in through the KUCCPS Mobile App, which can be downloaded from Google Play Store free of charge. You will need your KCSE Index Number, KCSE Year and Password to log in.

6. What is the difference between cut-off points and weighted cluster points?

Weighted cluster points are a KCSE examination graduate's computed performance in four subjects required for admission to a given degree programme against that of the best candidates in the particular KCSE examination year. It is based on cluster subject requirements and the overall performance of a candidate. The points are computed to three decimal places to reduce chances of applicants tying on points. Cut-off points are the weighted cluster points of the last competitively placed student in a given degree programme.



7. Where can I find the list of the institutions under the Government sponsorship programme?

The list is available on the Student's Portal accessible through the Placement Service website www.kuccps.ac.ke.

8. When does the course application cycle begin for current KCSE candidates?

The application cycle begins during the third term when KCSE examination candidates choose courses with guidance from their teachers. This stage is referred to as the Centre/School Application.

9. Can non-Kenyan citizens apply for placement?

One has to be a Kenyan citizen to be eligible for placement. Government policy limits government sponsorship to citizens.

10. What is the meaning of "revision of choices"?

Revision of choices means to change the courses that an applicant submitted for consideration. KCSE examination candidates apply for courses in school. After their results are out, they get a chance to align their choices with their performance and new career interests. Students who miss the school application can apply during the revision of choices.

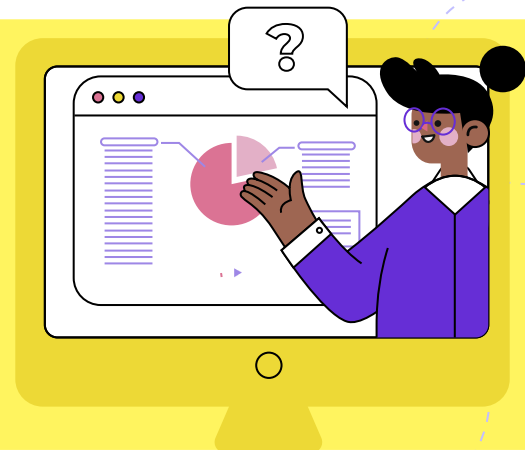
11. How many courses can I apply for?

One can apply for a maximum of six choices for degree courses and four for diploma, certificate and artisan programmes.

12. How will I get to know when the application is open?

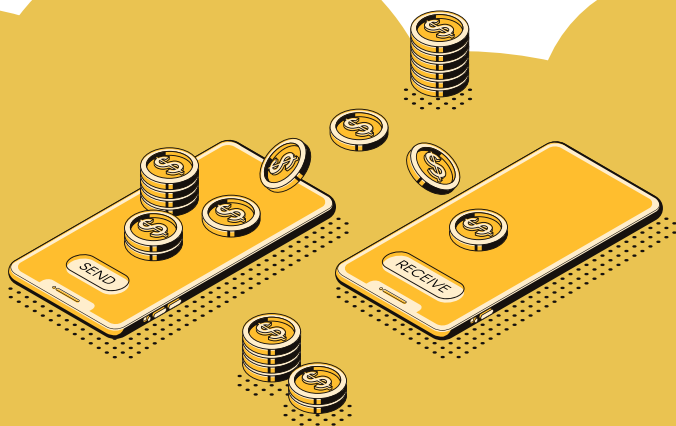
The Placement Service advertises placement application and publishes notices in mainstream mass media and its official digital communication channels. The official digital channels are:

- Facebook: @The.Placement.Service
- Twitter: @KUCCPS_Official
- YouTube: Placement Service



13. How much is the application fee?

The minimum placement processing fee payable during application is Ksh500. The cumulative maximum is Ksh1,500. The actual fee depends on the application stage; Ksh500 is charged for school application and Ksh1,000 for revision of choices. For revision of choices, the payment is done once and the transaction code from the first revision application is used in all subsequent revision of choices.

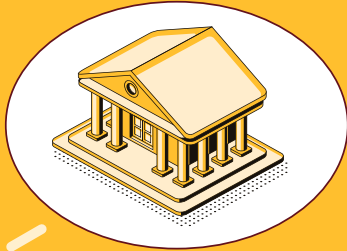
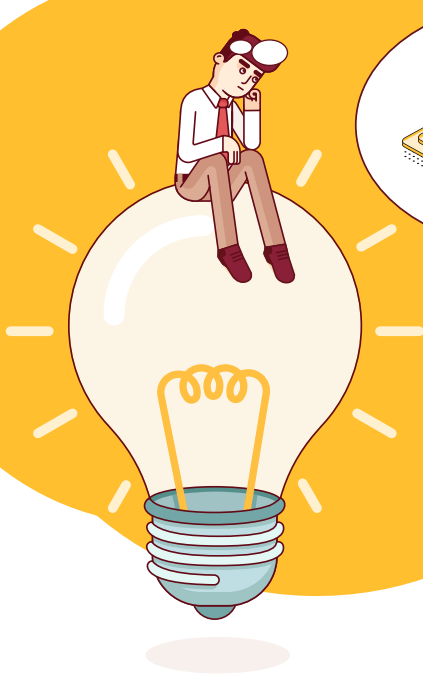


14. I paid to the wrong account. How can I get my money back?

Kindly provide the transaction details and a reversal will be initiated. Please note that reversals take between three and seven days.

15. How can I know the institution where I have been placed?

The Placement Service will publish the placement details for successful applicants in their individual Student's Portals. Additionally, applicants who provided mobile phone contacts may be informed through SMS.



16. Are previous years' KCSE candidates eligible for placement if they did not benefit during their time?

Yes but only for TVET placement.

17. How many subjects do you consider for cluster point calculation?

The seven subjects examined by KNEC are considered in the calculation of applicants' weighted cluster points.

18. Where can I get the subject requirements for various courses?

The information is available on the Student's Portal under the "Programmes" and "Downloads" tabs.

19. Can IGCSE graduates apply for Government sponsorship placement to universities and colleges?

The placement of Government-sponsored students is for those who have followed the KCSE system, which is the Government-prescribed system of education in Kenya, and have sat and obtained results in the KCSE examination.

20. Does satisfying minimum requirements for a programme guarantee one to get that programme?

Securing a course depends on the competitiveness of an applicant (compared to other applicants for the same programme) and the number of available vacancies (programme capacity).

21. When will KUCCPS announce the placement outcome/results?

The release of the placement process outcome will happen after the completion of application processing. The exact date will be communicated through mass media.

22. Where do placed students obtain their admission letters?

The respective institutions where students have been placed are responsible for issuing admission letters and other joining instructions.

23. Does KUCCPS place students to private universities?

KUCCPS places Government-sponsored students to most private universities besides public universities. The full list of all eligible institutions are available on the Student's Portal.

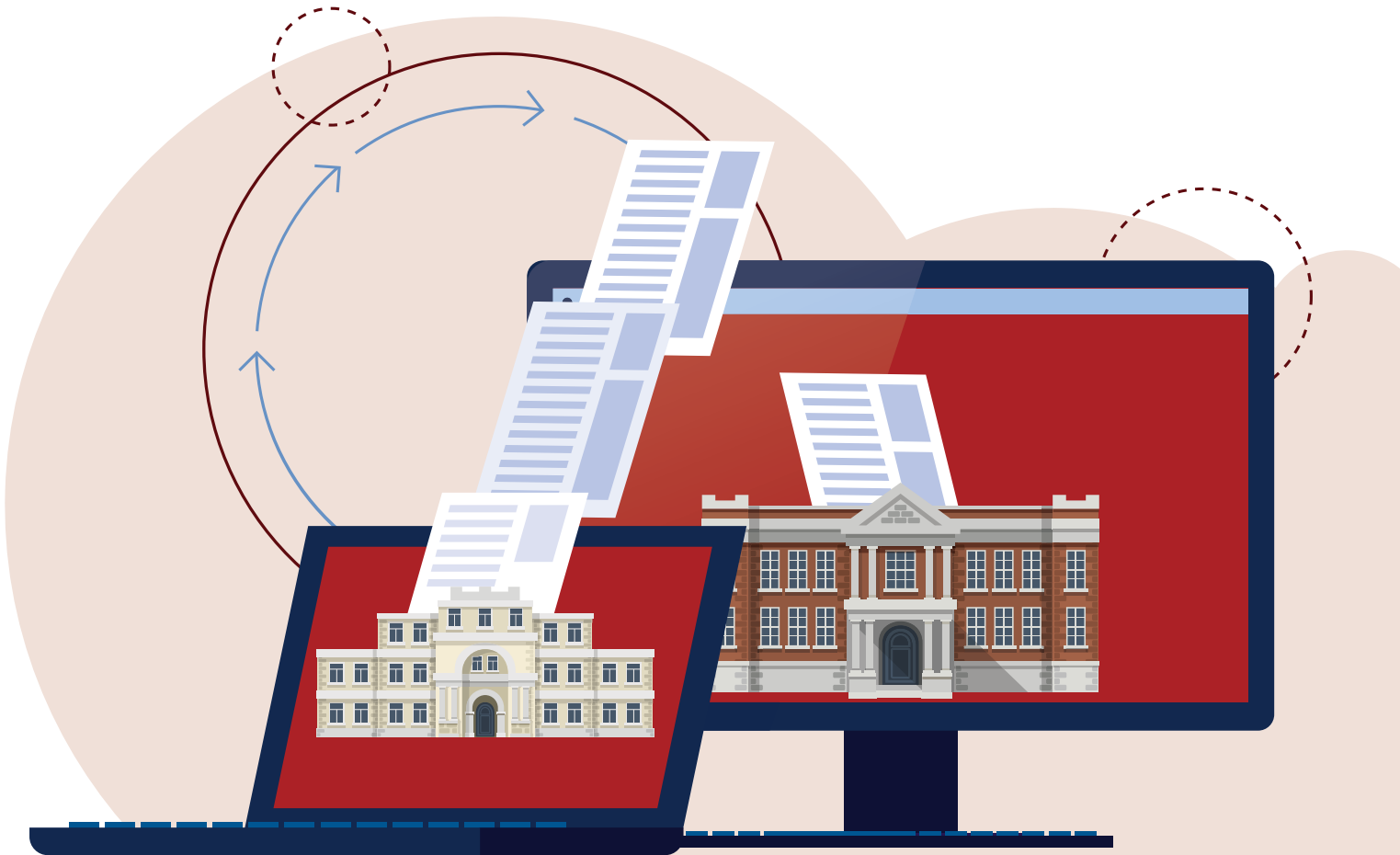
24. What happens if one misses the School Application?

Applicants who miss school application can submit their choices during the revision of choices.

25. I did the KCSE examination many years ago but I have never gone to college. Can KUCCPS place me in a degree programme?

That is not possible. Placement to degree programmes is meant for eligible fresh secondary school graduates (those who did the KCSE examination in the immediate year preceding the selection). However, you can apply for TVET courses.

INTER-INSTITUTIONAL TRANSFER



26. What is inter-institutional transfer?

This is an opportunity given to applicants to apply to be transferred from the institution that they were placed in to another subject to meeting the requirements. The transfer processing fee is Ksh 1,000.

27. How many times can one request for an inter-institution transfer?

Applicants can transfer only once.

28. When will the system open for inter-institution transfer application?

The system opens for a specific period following the announcement of the release of the placement outcome. Keep checking the Placement Service website and official digital platforms for updates.

29. How long does the inter-institution transfer process take?

After submission of duly completed inter-institution transfer application and endorsement by the two concerned universities/colleges, the final processing takes up to 14 working days.

30. What are the requirements for inter-institution transfer?

An applicant must satisfy the minimum requirements for the programme they wish to change to (where applicable). The applicant must also meet the cut-off points for the specific programme in their desired destination institution. They should also give reasons in support of their transfer applications. In addition, the heads of the respective institutions must endorse the transfer application.

CAREER GUIDANCE

31. How can an institution invite KUCCPS for career events?

To invite KUCCPS for a career event in your institution, send an official invitation at least three weeks to the event. The Placement Service offers career guidance in schools free of charge.

GOVERNMENT SPONSORSHIP/FUNDING

32. Does KUCCPS sponsor students in TVET institutions?

KUCCPS does not sponsor students but selects students for Government sponsorship to universities and colleges. The Government supports the students admitted through the KUCCPS process by sending capitation (funding) to the respective TVET institutions.

33. If I get a placement to a private university, will I benefit from Government sponsorship?

Yes. If KUCCPS places you to a private university, you will be a Government-sponsored student similar to those taken to public universities. Therefore, you will enjoy the same tuition subsidies as students placed in public universities.

34. What is the difference between Government sponsorship and HELB loan?

When you are on Government sponsorship, the government provides funds (capitation) directly to your university or college to subsidise your fees, while HELB offers loans to students, which the students have to pay back after completion of their studies.

35. How will the government funding get to me when I join college?

The funding will be in form of subsidised tuition through funds (capitation) remitted directly to your institution. In addition, students may apply for loans and bursaries from HELB.