**APPLICATION FOR PLACEMENT TO UNIVERSITIES AND COLLEGES**

***March 31, 2025***

KUCCPS invites 2024 Kenya Certificate of Secondary Education (KCSE) cohort and Form Four leavers from previous years to apply for placement to universities and TVET institutions respectively. Diploma Teacher Training College (TTC) programmes are also available.

Applications commenced on **March 28, 2025** and will close on **April 30, 2025.**

KUCCPS has deployed officers at 63 universities and colleges, KUCCPS offices and all the 58 **Huduma Centres** across the country to guide and support applicants. View the full list **HERE.**

**Minimum KCSE Requirements**

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| --- | --- |
| **Level** | **Minimum Mean Grade** |
| Degree | C+ |
| Level 4 (Artisan Certificate) | E |
| Level 5 (Craft Certificate) | D |
| Level 6 (Diploma) | C – |
| Diploma in Primary Teacher Education | C |
| Diploma in Secondary Teacher Education | C+ |

**Eligibility**

* Form Four leavers who attained Mean Grades of C+ and above in the 2024 KCSE examination are eligible to apply for degree programmes. Those who qualified for university admission and got placed in diploma programmes recently can also apply for Degree programmes.
* Form Four leavers who sat KCSE examinations in the years 2000 to 2024 and attained mean grades of C to E are eligible to apply for Level 4 (Artisan Certificate), Level 5 (Craft Certificate) and Level 6 (Diploma) programmes offered in TVET institutions.
* Form Four leavers from 2000 to 2024 can apply for Diploma in Teacher Education Programmes.

**How to Apply**

Applications must be submitted online through the **KUCCPS Student’s Portal.**

**How to Log in to the Portal**

1. Access the Student’s Portal using the link [students.kuccps.net](http://students.kuccps.net/) or through the KUCCPS website [**www.kuccps.ac.ke**](http://www.kuccps.ac.ke/)**.**
2. Click the Login tab on the top right corner and input your credentials as indicated on the login form.

**Application Procedure**

1. Once logged in, click the tab **Programme Lists** on themenu bar to **download** a list of available Degree Programmes and the Degree cluster document. The documents contain Degree Programmes, Universities offering them, Minimum Subject Requirements, and Cut-Off Points for 2023 and 2024. Use the downloads for reference when selecting Degree courses before you apply on the portal.
2. The previous years’ cut-off points are provided to assist you in selecting Degree courses that you are most likely to secure on competition. You should compare your cluster weight, which is provided on the portal, with the 2024 cut-off points. To enhance your likelihood of securing the Degree course, apply for it in a University where the previous cut-off point for the programme is lower than your cluster weight.
3. To view TVET courses, click the tab **All Programmes** and this will open a page where Programmes are grouped by level (i.e. Degree, Diploma/Level 6, Certificate/Level 5 and Artisan/Level 4.) Click programmes of your interest among Level 6, Level 5 and Level 4 Programmes to view courses, programme codes, minimum requirements and institutions offering. Alternatively, use the Search Tool on the **All Programmes** page to search for a specific course by typing in the key word for the course e.g. Education, Agriculture, Clothing, etc.
4. As you decide on the courses you wish to apply for, note down their Programme Codes, ensuring that you meet all the minimum subject requirements. (You can only apply for courses whose minimum requirements you satisfy.)
5. To apply, click the “**Application”** tab then “**Apply Now**”.
6. Enter the Programme Codes in the provided form, arranging them in your order of priority, starting with your most preferred course at choice number one (1a, 1b and 1c), which should be the same course in three different universities. Follow with your other choices in your order of priority.
7. After entering the Programme Codes for all the courses that you are applying for, click **Submit**.
8. On submitting, the question “Would you like to be placed in any other programme in case you don't secure your choices?” will pop up. Respond by choosing ‘**Yes’ or ‘No’.** Choosing ‘Yes’ means that you have allowed KUCCPS to place you in any other course/institution if you do not secure any of those you have selected.
9. Click Submit. You will be required to pay **Ksh1,500** and the portal will display a variety of payment options via eCitizen. Choose the one that suits you and proceed with payment*.*
10. Log out after submitting your application, by clicking your Index Number displayed on the top right corner of the portal.

**Payment Procedure**

1. After making payment through your **preferred** method, click the button “I have paid”.
2. Enter the eCitizen payment Ref in the provided slot and click **Submit**.
3. For M-PESA, you can use the following options.

* STK Push – Enter the phone number of the person paying and send. A message will pop up on the person’s mobile phone. Enter the person’s M-Pesa PIN and pay. After paying, an SMS message carrying the eCitizen account number will be received. Enter the eCitizen account number on the provided slot and submit.
* Alternatively, use the M-Pesa Menu on your phone following the instructions displayed on the payment page.

1. After paying, click the button “I have paid”. This will take you to the submission page. Enter the eCitizen Payment Reference Code (this is the same as eCitizen Account Number) to submit your application. *(The same Ref. Code will be required for any subsequent changes to your application; hence, you are advised to retain it.)* **DO NOT** use MPESA transaction code in submitting your application.
2. After you have successfully paid and submitted, the system will display a message indicating that the application was submitted successfully.
3. An SMS message will be sent to the phone number that you provided in the contact details indicating that the application has been submitted successfully.

For more information call **0205137400/0723954927** or send an email to **info@kuccps.ac.ke**.

**CHIEF EXECUTIVE OFFICER**