THE KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE
(KUCCPS)

2015/2016 SCHOOL APPLICATION GUIDELINES FOR DEGREE AND DIPLOMA PROGRAMMES IN UNIVERSITIES AND COLLEGES FOR 2014 K.C.S.E EXAMINATION CANDIDATES

Contents

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, among others to co-ordinate the Placement of Government Sponsored Students to Universities and Colleges. KUCCPS takes over Placement from the Joint Admissions Board with an expanded mandate to coordinate placement in All Universities and Colleges.

A Placement Policy and Procedure was developed and approved by the Board of the Placement Service and ratified by stakeholders (Copy available in KUCCPS website kuccps.net or kuccps .ac.ke)

These guidelines have been developed to assist Schools and Principals apply for Degree and Diploma Courses in Universities and Colleges on behalf of the 2014 K.C.S.E Examination Candidates registered with Kenya National Examinations Council. The guidelines are a step by step guide for the School Application Module which will be done by the school Principal on behalf of the K.C.S.E. candidates.

The school Principal will download from the KUCCPS Website www.kuccps.ac.ke or www.kuccps.net an application manual which includes information on:-

 I. Courses available in Universities and Colleges showing the Programme Name and Codes of Programmes offered by all Universities and Colleges and Previous Years Cut-off Points per course.
 II. Cluster Information Report showing the cluster subjects requirements for each course offered and the K.C.S.E subject groupings.
 III. Similar Programmes Report to assist identify similar Degree and Diploma courses in different Universities and Colleges for Choice 1 a, b and c,
 IV. District and County Codes.
 V. Postal Codes.

The Principal will then guide all the 2014 K.C.S.E Examination, compile the application choices and other critical information for all candidates registered for the 2014 K.C.S.E Examination in the school, and submit to KUCCPS, on behalf of the candidates, using the online application procedure described below. The Principal therefore, on behalf of the school, shall take responsibility of the validity, correctness and accuracy of the candidates' application information submitted to KUCCPS.

A candidate makes a choice of six, **either** Degree or Diploma Choices, with any Candidate scoring C

minus and above being eligible for Diploma. The Choices are 1a, b and c (Same Course in three different Universities and Colleges derived from the Similar Degree and Diploma Report) and choice 2, 3 and 4.

The School Application Module Online System will open for application at www.kuccps.ac.ke or www.kuccps.net on *October 31, 2014, 0000 hrs and close on January 15, 2015, 0000hrs.* No application through the school module will be accepted after the deadline.

PART I: SCHOOL CENTRE REGISTRATION

Step 1: Visit the KUCCPS online system using the internet address: schools.kuccps.net or follow the log in link in the KUCCPS website www.kuccps.ac.ke

Step 2: Enter your TSC number, your preferred password and and then click *Login.*

Step 3: Enter your Surname, Other Names, Mobile Number, Email Address, Center Number and Password in the fields provided.

NOTE

Also enter the Surnames and Birth Certificate No. of any two registered students in your Center to validate that you are the Principal of the selected Center then click on Login.

You have now successfully registered your School Centre with the KUCCPS online system.

PART II: PRINCIPAL'S LOGIN

Step 1: Visit the KUCCPS online system using the internet address: schools.kuccps.net

Step 2: Enter your TSC number, enter Password and then click on *Login*.

If you have entered valid information, the system will automatically log you in.

PART III: DOWNLOAD AND UPLOAD OF APPLICATIONS FOR 2014 K.C.S.E EXAMINATION CANDIDATES IN THE SCHOOL APPLICATION MODULE

Ensure you are registered in the system and logged in (refer to Part I and II) to be able to download and upload your center's registered applicants.

Section A: Downloading 2014 K.C.S.E Examination Candidates School/Centre Summary form

Description: The Summary Forms contains the list of **ALL** candidates registered for the 2014 K.C.S.E Examination in your School/Centre, and are eligible to apply for Government Sponsorship for Degree and Diploma Programmes in Universities and Colleges. You will be able to view your School/Centre Candidates and to download an excel spreadsheet for filling in the Candidates Degree or Diploma Choices and other Application Information.

To download the 2014 K.C.S.E Examination Candidates School/Centre Summary form, Please follow the steps outlined below:-

Step 1: Click on Download Summary Form Excel, to view a list of students from your center registered for the 2014 K.C.S.E examination and are therefore eligible for application for placement as Government Sponsored Students for Degree and Diploma Programmes in Universities and Colleges.

Step 2: Click on Generate Excel Sheet to download an excel version of the list in display.

Step 3: Ensure that you save the excel file in its given format in a location where you can retrieve it.

Step 4: Fill in all the applicant's details: Either Degree or Diploma choices codes 1(a), 1(b), 1(c), 2, 3 and 4; District of Residence code, Box Number, Postal Code, Postal Town, Mobile Number and the reason for not applying if no choices are entered for a particular candidate.

NOTE:

1. Programme choices 1(b) and 1(c) are applicable to those who choose one course in more than one institution. (Visit kuccps.ac.ke or kuccps.net for similar programmes)

2. If the first choice, 1a is not filled for any candidate, then the system automatically assumes that particular candidate is not applying regardless of whether the other choices exist.

3. For each candidate, the programme choices to be filled should EITHER be all degrees or all diplomas and not both.

Section B: Uploading Summary Form Excel

Description: This form is for uploading the excel spreadsheet of your center after filling in the required application details (Programme Choices codes, District of Residence Code, Box Number, Postal Code, Postal Town, Mobile Number and Reason for Not Applying

NOTE:

1. Ensure your excel form has been filled correctly and is in the correct format.

2. Ensure that you have paid the total fees for the candidates you are applying for, following payment procedure given in part V

3. For each candidate, the following fields are compulsory:

Programme choices code 1(a) (Where possible, 1b and 1c), 2, 3 and 4; District of residence code, P.O Box, Postal Code, Postal Town, Mobile Number and the reason for not applying where a Candidate has not applied.

Step 1: Click on the Choose File Button, browse to where your excel file is saved and select it.

Step 2: Click on Upload Application

The details of the file uploaded will be displayed.

Step 3: Using the scroll bar, scroll to the right and check the Remarks/Comments column. Any errors are indicated in red. If there are no errors, the checkbox for each applicant will be checked and the Remarks/Comments column will be blank

Step 4: Irrespective of the status of your uploaded file above, click on Next button

If your upload had errors, Generate Excel Report and Confirm Uploads buttons will be disabled in the display, meaning you must correct all errors before you proceed.

If there were no errors indicated Click on Generate Excel Report to see your excel form

Note:

1. DO NOT CLICK ON Confirm Uploads. Once you click on Confirm Uploads, you will not be allowed to generate or upload the excel file again

2. If you need to make any changes on the excel form generated above, repeat Part III section A

   and B.

Step 5: Click on Download Summary Form I Excel form again to get another excel form with the errors indicated

Step 6: Correct those errors indicated and upload again

Step 7: Once sure, click on Confirm Uploads.

Section C: Downloading Completed Summary Form

Description: This is for generating a file (HTML or PDF) with all registered applicants from the school in two categories. The first category shows candidates who applied for admission and their filled in application details. The second category shows candidates who did not apply and details of their reasons for not applying. Both groups **must** sign against their names in the space provided in the downloaded list. The list should then be sent to **The CEO, KUCCPS**. The principal may not at this stage make any further changes to these Choices.

Step 1: Once you have completed Part III section A and B, click on Completed Summary Form

> **NOTE: These choices are final and cannot be altered through the school module. The applicant may however change these during revision of choices through the applicant module at the appropriate time.**

Step 2: Click on the HTML or PDF link to download

Step 3: Print this file to be signed by the candidates before being sent to The CEO, KUCCPS.The Summary Form which is signed and stamped by the School Principal must be reach the CEO, KUCCPS on or before January 15, 2014.

STUDENTS WITH DISABILITIES

For applicants with disabilities, an application form which is available in the Placement Service Website www.kuccps.net or www.kuccps.ac.ke for download is to be completed. It must be certified by:

- Head of the school.

- Registered medical practitioner.

- National Council for Persons with Disabilities (NCPWD).

The School must indicate the Students Choices in Choice 1a, b and c, 2, 3 and 4 and return the by January 15, 2014 to the CEO, KUCCPS.

PART IV: APPLICATION PROCESSING FEE

Payment of application process fee is done online using Mpesa with each K.C.S.E candidate paying Kenya **shilling Five Hundred Shillings (Ksh. 500).**

The principal shall therefore pay the total amount of application fees applicable for all the KCSE

candidates applying for placement through Mpesa Business Number **820201** following the instructions below**:**

MPESA:

1. Go to M-PESA on your phone
2. Select Pay Bill option
3. Enter Business no. 820201
4. Enter 8 digit Center Number e.g. 71170201 as your account number
5. Enter the Amount
6. Enter your M-PESA PIN and Send

Upon payment of the application fee, the principal shall receive two SMSs, one from Safaricom and another from KUCCPS. The Principal must wait for the SMS notification acknowledging

payment from KUCCPS to proceed with the programme choices application process.

PART V: REFERENCE DOCUMENTS

To assist the Principal complete the application information correctly and accurately, the

following reference documents are available on the KUCCPS website as downloads-

1) A list of Courses available in Universities and Colleges showing the Programme

   Name and Codes of the Programmes offered by all Universities and Colleges and

   Previous Years Cut-off points for the Particular Course.

3) Cluster Information Report showing the cluster subjects requirements for

   each course offered and the K.C.S.E subject groupings.

4) Similar Programmes to assist identify similar Degree and Diploma courses in different Universities and Colleges for Choice 1 a, b and c.

6) District and County Codes