



THE KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE (KUCCPS)

**2017/2018 SCHOOL APPLICATION GUIDELINES FOR DEGREE AND DIPLOMA
PROGRAMMES IN UNIVERSITIES AND COLLEGES FOR 2016 K.C.S.E
EXAMINATION CANDIDATES**

CONTENTS

CONTENTS	2
INTRODUCTION	3
PART I: SCHOOL CENTRE REGISTRATION	4
PART II: PRINCIPAL'S LOGIN	5
PART III: DOWNLOAD OF KNEC REGISTRATION DATA AND UPLOAD OF APPLICATIONS FOR 2016 K.C.S.E EXAMINATION CANDIDATES IN THE SCHOOL APPLICATION MODULE	5
Section A: Downloading 2016 K.C.S.E Examination Candidates Registration Data for School/Centre	5
Excel Template.....	5
Section B: Uploading Summary Form Excel	6
Section C: Downloading Completed Summary Form	7
STUDENTS WITH DISABILITIES	7
PART IV: APPLICATION PROCESSING FEE	8
PART V: REFERENCE DOCUMENTS	8
NEW REVISED CLUSTERS OF PROGRAMMES	9
MINIMUM SUBJECT REQUIREMENTS BY REGULATORY BODIES	9
THE APPLICATION PROCEDURE	9
CONTACT US	10

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 coordinate 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 of Government-sponsored students to All Universities and Colleges.

With effect from 2016/2017 Placement Cycle, KUCCPS is placing Government Sponsored Students in both Public and Private Universities. The full list of institutions is available as a download. The Government Sponsored Students will be treated the same whether in Public or Private Universities including the fees payable.

Any student with C Minus and above despite the year of K.C.S.E completion is also eligible to be considered for placement as a Government-Sponsored student to Public Colleges across the Country.

A detailed Placement Policy and Procedure may be accessed in the KUCCPS website www.kuccps.ac.ke.

These guidelines have been developed to assist Schools and Principals and the KCSE candidates apply for Degree and Diploma Courses in Universities and Colleges on behalf of the 2016 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 while submitting the applications for their K.C.S.E. candidates.

It is expected that principals and career teachers will offer career guidance and advice to the students as they apply. More information on careers is available from the KUCCPS website www.kuccps.ac.ke

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

- I. Courses available in Public and Private 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. The Cluster Information 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, Counties and Postal Codes.

The Principal will then guide all the 2016 K.C.S.E Examination, compile the application choices and other critical information for all candidates registered for the 2016 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 who will score C- and above being eligible for Diploma. The Choices are 1a, b and c (Same Course in three different Universities or 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 schools.kuccps.net on **November 4, 2016, 0000 hrs and close on January 15, 2017, 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 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 url: 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 OF KNEC REGISTRATION DATA AND UPLOAD OF APPLICATIONS FOR 2016 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 2016 K.C.S.E Examination Candidates Registration Data for School/Centre

Excel Template

Description: The Excel template contains the list of ALL candidates registered for the 2016 K.C.S.E Examination in your School/Centre, and are eligible to apply for Government Sponsorship for Degree and Diploma Programmes in Public and Private 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 2016 K.C.S.E Examination Candidates School/Centre Excel template, Please follow the steps outlined below:-

Step 1: Click on [Applications](#) menu, to view a list of students from your center registered for the 2016 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 [Download Registration Details](#) to download an excel version of the list in display. You MUST pay for at least one student to be able to download it.

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. (See the Programmes and Downloads menu section 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 template 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: Scroll to the right and check the Remarks/Comments column.

Any errors are indicated in red. If there are no errors, the status is indicated as OK

If your upload had errors, you must correct all errors on your excel form before you proceed.

Section C: Downloading Completed Summary Form

Description: This is for generating a PDF with all registered applicants from the school who applied for admission and their filled in application details. The PDF also shows candidates who did not apply and details of their reasons for not applying. The list should be printed, signed and stamped by the School Principal then be sent to **The CEO, KUCCPS**. The principal may not at this stage make any further changes to these Choices.

Step 1: Ensure you have successfully completed Part III section A and B.




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 [Generate PDF List For Printing](#)

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 reach the CEO, KUCCPS on or before January 15, 2017.

STUDENTS WITH DISABILITIES

For applicants with disabilities, an application form which is available in the Placement Service Website www.kuccps.ac.ke for download and also under the Downloads section of the portal 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 should attach the student's NCPWD card and must indicate the Students Choices in Choice 1a, b and c, 2, 3 and 4 and return the form by **January 15, 2017** 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 **Shillings Five Hundred (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 as your account number
5. Enter the Amount
6. Enter your M-PESA PIN and Send

You will receive a payment confirmation message from Mpesa. On receipt of the confirmation, continue with the application process. **DO NOT DELETE** the confirmation message from Safaricom.

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 Public and Private 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.
- 2) Clusters Guidelines showing the cluster subjects requirements for each course offered and the K.C.S.E subject groupings.
- 3) Similar Programmes to assist identify similar Degree and Diploma courses in different Universities and Colleges for Choice 1 a, b and c.
- 4) District and County Codes

NEW REVISED CLUSTERS OF PROGRAMMES

The Kenya Universities and Colleges Central Placement Service and the Vice-Chancellors Committee of public universities set up a committee to review clusters of subjects for placement to degree and diploma programmes offered in Public Universities.

Various recommendations from stakeholders including Universities, Colleges, Deans and Professional Regulatory Bodies, were received and therefore informed the decision of clusters of subjects.

School Principals and candidates should therefore take note of the New Revised Clusters for degree and diploma programmes for public and private Universities and Colleges available under the [Downloads](#) section of the Schools Portal. You are welcome to give your feedback by sending as an email at info@kuc cps.ac.ke

The new revised clusters were approved by the Board for implementation and will henceforth be applicable with effect in the 2017/2018 Placement Cycle.

MINIMUM SUBJECT REQUIREMENTS BY REGULATORY BODIES

It is important to note that various regulated programmes have minimum subject requirements enforced at entry level. These minimum subject requirements apply and no student shall be placed to any programme where they have not met the minimum subject requirement. More information on this can be found under the [Downloads](#) section for dissemination to your students.

THE APPLICATION PROCEDURE

Aside from School Application there are other stages of the Application procedure which include:

First Revision

This is done after the release of the KCSE results. The revision fee is Kshs 1000 per candidate at first revision. However, a candidate who did not apply in school will pay Kshs. 1500 during First Revision.

Second Revision

Only applicants that were not placed after first revision will be allowed to apply during second revision. There will be no additional revision fees for those who will have paid both school application fee (Kshs 500) and First Revision fee (Kshs 1000)

CONTACT US

For any queries, you can contact us through:
ACK Gardens, 1st Ngong' Avenue, Community, Nairobi.

Telephone: 0723954927, 0734879662

Email: info@kuccps.ac.ke

Website: www.kuccps.ac.ke

P.O. Box 105166 – 00101, Nairobi.