

## GUIDELINES FOR APPLICATION FOR PLACEMENT OF GOVERNMENT SPONSORED STUDENTS TO STUDY DEGREE PROGRAMMES AT SPU

### STEP ONE: LOG ONTO KUCCPS WEBSITE

- Log on to the Kenya Universities and Colleges Central Placement Service (KUCCPS) website - <http://kuccps.net/>
- Click on **2016/2017 Private Universities Programmes Application**.

Kenya Universities and Colleges Central Placement Service » KUCCPS

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KUCCPS Registered Members  
Board Members  
Board Committee  
Secretariat  
Vacancies

**Online Applications**  
2016/2017 Private Universities Programmes Application  
Procedure for Online Application to Private Universities  
KCSE School Lists

**Admission of 10,000 Government Sponsored Students to Degree Courses in Private Universities**  
To All 2015 K.C.S.E. Candidates Who Scored a Mean Grade of B – of 58 and 59 Points for Boys and 56 and 57 Points for Girls  
The Government of Kenya, through the Ministry of Education, Science and Technology, has resolved to admit Government Sponsored Students to Private Universities with effect from 2016/2017 in order to increase access to University Education for Kenyans.  
Read more

**Past Career Forums**  
Nyahach Girls Career Day  
St. Francis Girls High School – Mang'u Career Fair  
Kina Girls Career Fair  
Kahalia Secondary School Career Day  
Kisii School Career Day  
1 2 3 4 5 6  
7 next last  
Read more...  
Locate Us

**The Placement Service Appreciates Dr Nyangate Areba**

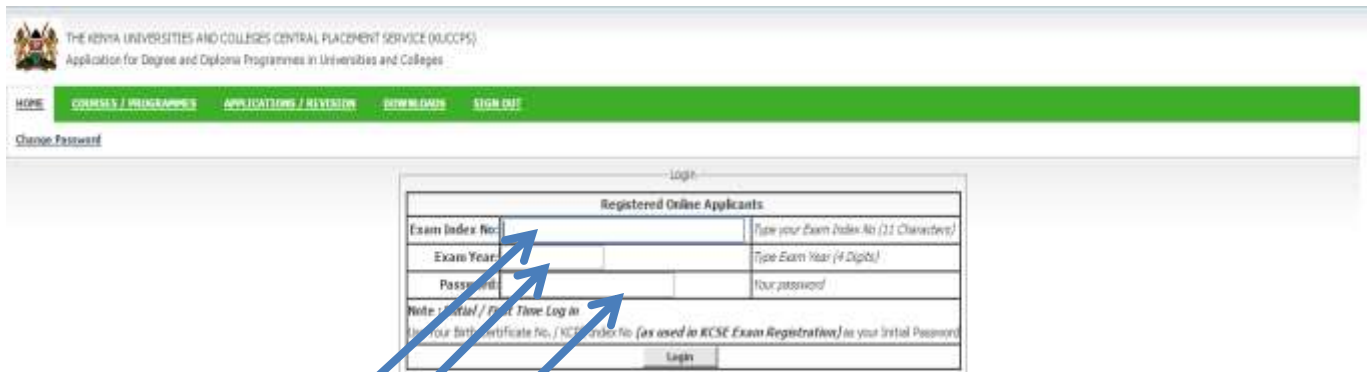
**2016/2017 Private Universities Programmes Application**

### STEP TWO: LOG INTO THE STUDENT PORTAL

- Enter your index number in the **first input box** labeled **Exam Index No.**
- Enter the year you sat for KCSE examinations in the **second input box** labeled **Exam Year.**

- c) Enter your birth certificate number ( according to the information provided to KNEC) in the **third input box labeled Password.**

In case the birth certificate number was not provided during registration the student should use their KCPE index number as the password.



The screenshot shows the login interface for the Kenya Universities and Colleges Central Placement Service (KUCPPS). The page title is "THE KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE (KUCPPS) Application for Degree and Diploma Programmes in Universities and Colleges". A green navigation bar contains links for HOME, COURSES / PROGRAMMES, APPLICATIONS / REVISION, DOWNLOADS, and SIGN OUT. Below the navigation bar is a "Change Password" link. The main content area features a "Login" section with a form titled "Registered Online Applicants". The form has three input fields: "Exam Index No." (with a note "Type your Exam Index No (11 Characters)"), "Exam Year" (with a note "Type Exam Year (4 Digits)"), and "Password" (with a note "Your password"). Below these fields is a note: "Write Initial / First Three Log in (Use your Birth Certificate No. / KCPE index No. (as used in KCSE Exam Registration) as your Initial Password)". A "Login" button is located at the bottom of the form. Three blue arrows point from the labels "Exam index number", "Exam year", and "Password" to their respective input fields in the form.

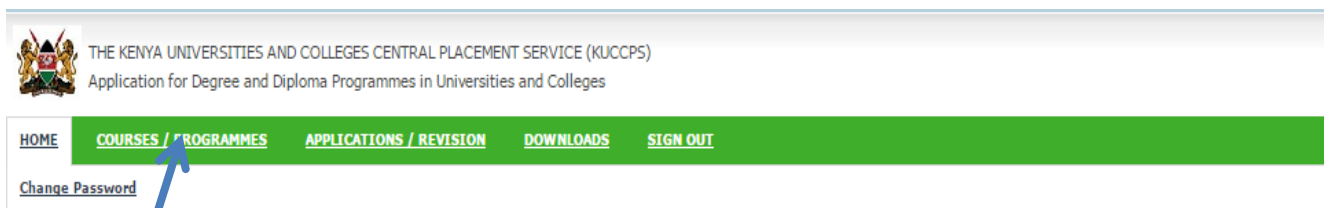
Exam index number

Exam year

Password

### STEP THREE: ACCESSING AVAILABLE PROGRAMS

- a) Click on **COURSES /PROGRAMMES.**



The screenshot shows the top navigation bar of the KUCPPS website. The bar is green and contains the following links: HOME, COURSES / PROGRAMMES, APPLICATIONS / REVISION, DOWNLOADS, and SIGN OUT. The "COURSES / PROGRAMMES" link is highlighted in a darker green. Below the navigation bar is a "Change Password" link. A blue arrow points from the label "COURSES/PROGRAMMES" to the "COURSES / PROGRAMMES" link in the navigation bar.

COURSES/PROGRAMMES

A list of categories of courses and programmes appears.

The screenshot shows the KUCCPS website interface. At the top, there is a logo and the text 'THE KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE (KUCCPS) Application for Degree and Diploma Programmes in Universities and Colleges'. Below this is a green navigation bar with tabs for 'HOME', 'COURSES / PROGRAMMES', 'APPLICATIONS / REGISTRATION', 'SERVICES', and 'SUPPORT'. Underneath the navigation bar, there are links for 'All Institution Programmes', 'Private Universities Programmes (Clustered)', and 'Private Universities Programmes (By Institution)'. A red banner at the top of the main content area indicates a countdown: '6 Days 9 Hours 13 Minutes Remaining !!'. The main content area features a table titled '2016/2017 Programmes / Courses Grouping'. A blue arrow points to the 'Business & Commerce / Accounting' category in the table.

2016/2017 Programmes / Courses Grouping
<a href="#">Agricultural Sciences</a>
<a href="#">Biological Sciences</a>
<a href="#">Building &amp; Construction Sciences</a>
<a href="#">Business &amp; Commerce / Accounting</a>
<a href="#">Computer / Computers / IT and Information Sciences</a>
<a href="#">Education</a>
<a href="#">Engineering</a>
<a href="#">Environmental Sciences</a>
<a href="#">Food Science &amp; Technology</a>
<a href="#">Health Sciences / Medical Studies</a>
<a href="#">Home Economics</a>
<a href="#">Hospitality &amp; Tourism Management</a>
<a href="#">Humanities and Social Sciences</a>
<a href="#">Journalism &amp; Media Studies / Mass communication</a>
<a href="#">Law / Legal</a>
<a href="#">Mathematical Sciences</a>
<a href="#">Natural Resources Management</a>
<a href="#">Physical Sciences</a>
<a href="#">Religious Studies</a>
<a href="#">Veterinary / Animal Sciences</a>

**List of categories of courses/programmes**

- b) Click on any of the categories for example, Business & Commerce/Accounting. A list of programmes/courses offered in various universities appears with their respective clusters.

Programmes / Courses Grouping		
Business & Commerce / Accounting		
2016/2017 Programmes		
S/ No.	Programmes / Courses	Cluster
1	<a href="#">BACHELOR IN BUSINESS ADMINISTRATION</a>	7
2	<a href="#">BACHELOR OF ARTS IN ECONOMICS</a>	7
3	<a href="#">BACHELOR OF BUSINESS ADMINISTRATION</a>	7
4	<a href="#">BACHELOR OF BUSINESS ADMINISTRATION AND MANAGEMENT</a>	7
5	<a href="#">BACHELOR OF BUSINESS AND INFORMATION TECHNOLOGY</a>	11
6	<a href="#">BACHELOR OF BUSINESS INFORMATION TECHNOLOGY</a>	11
7	<a href="#">BACHELOR OF BUSINESS LEADERSHIP</a>	7
8	<a href="#">BACHELOR OF BUSINESS MANAGEMENT</a>	7
9	<a href="#">BACHELOR OF BUSINESS AND MANAGEMENT</a>	7
10	<a href="#">BACHELOR OF BUSINESS MANAGEMENT AND INFORMATION TECHNOLOGY</a>	7
11	<a href="#">BACHELOR OF COMMERCE</a>	7
12	<a href="#">BACHELOR OF COMMERCE (B.COM)</a>	7
13	<a href="#">BACHELOR OF COMMERCE IN MANAGEMENT INFORMATION SYSTEMS</a>	7
14	<a href="#">BACHELOR OF ECONOMICS</a>	7
15	<a href="#">BACHELOR OF ECONOMICS AND FINANCE</a>	7
16	<a href="#">BACHELOR OF ECONOMICS AND STATISTICS</a>	7
17	<a href="#">BACHELOR OF LEADERSHIP AND MANAGEMENT</a>	7
18	<a href="#">BACHELOR OF MANAGEMENT AND LEADERSHIP</a>	7
19	<a href="#">BACHELOR OF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT</a>	7
20	<a href="#">BACHELOR OF PURCHASING AND SUPPLY CHAIN MANAGEMENT</a>	7
21	<a href="#">BACHELOR OF SCIENCE IN ACCOUNTING</a>	7
22	<a href="#">BACHELOR OF SCIENCE IN ACTUARIAL SCIENCE</a>	7
23	<a href="#">BACHELOR OF SCIENCE (AGRIBUSINESS)</a>	12
24	<a href="#">BACHELOR OF SCIENCE (AGRIBUSINESS MANAGEMENT)</a>	12
25	<a href="#">BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION</a>	7
26	<a href="#">BACHELOR OF SCIENCE IN ECONOMICS</a>	7
27	<a href="#">BACHELOR OF SCIENCE (FINANCE)</a>	7
28	<a href="#">BACHELOR OF SCIENCE IN FINANCE AND STATISTICS</a>	7
29	<a href="#">BACHELOR OF SCIENCE IN INTERNATIONAL BUSINESS ADMINISTRATION</a>	7
30	<a href="#">BACHELOR OF SCIENCE (MATHEMATICS &amp; ECONOMICS)</a>	7

- c) Click on one of the courses for example Bachelor of Business Information Technology  
 A list appear with the university code (note that St. Paul's University codes id SPU), name of the program.  
 To apply for a course at St. Paul's select, the course with SPU as the institution code.
- d) You can also access courses by clicking on **Private Universities Programmes (By Institution)**.

A list of universities appears. Select St. Paul's University to access all our degree programs.

#### **STEP FOUR: APPLICATION FEE PAYMENT**

To access Programme Application Form, you **MUST** pay ksh.500 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.201501234567891 as your account number
- Enter the Amount
- 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. The confirmation message received from MPESA should not be deleted as it the transaction ID number will be used to confirm the changes made.