




# KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY

(KIST)

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## ONLINE ADMISSION STUDENTS GUIDE

 **Online Admission**  
LOGIN

Email Address

Password

Keep me signed in

[Login](#)

[Forgot your Password?](#)

[Do not have an account? Register Now](#)

# KINDLY FOLLOW THE INSTRUCTIONS BELOW FOR THE ONLINE ADMISSION

**Requirements for Registration (admission) all documents must be in PDF\***

1. Digital passport photo in soft copy
2. scanned copy Birth certificate
3. Scanned copy of KCPE certificate
4. Scanned Copy of KCSE certificate
5. Scanned copy of KCSE Result Slip
6. Scanned copy of High School Leaving Certificate
7. Scanned Copy of ID/Passport
8. Scanned copy of bank payment slip
9. Scanned copy of **signed KIST Medical Certificate Form** that should be downloaded, printed, filled and signed by a medical doctor.
10. Scanned copy of Kist Declaration Form, filled and signed.

## Log in / Registration Page

- ✓ Open your browser e.g. Google Chrome, Mozilla Firefox, Internet Explorer
- ✓ Type the URL <http://students.kist.ac.ke/> on your browser web address placeholder

The screenshot shows a web browser window displaying the Kiambu Institute of Science and Technology website. The browser's address bar shows the URL <http://students.kist.ac.ke/>, with the domain name circled in red. The website header features the KIST logo and the text "KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY" and "Online Admissions". The main content area includes a navigation menu with buttons for "INTRO", "APPLICATION PROCESS", "ADMISSION DOCUMENTS", and "CONTACT US". A red button labeled "Register for September 2020 Admission" is also visible, circled in red. The background of the website features a banner with the text "KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY" and "SEPTEMBER 2020 ADMISSION". A message from the institute's management is displayed, welcoming students and congratulating them on securing a chance to study at the institute.

**KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY**  
*Online Admissions*

**SEPTEMBER 2020 ADMISSION**

Kiambu Institute of Science and Technology takes pride in her Trainees and hereby wishes to congratulate you for securing a chance to study at the Institute. The Institute's Management is looking forward to welcoming you, while being cognizant of the prevailing health situation occasioned by the corona virus pandemic worldwide.

**INTRO**

**APPLICATION PROCESS**

**ADMISSION DOCUMENTS**

**CONTACT US**

**Register for September 2020 Admission**

The following window will appear,

- ✓ Click on the [Register Now](#) button to create an account which will enable you to login and enter your Bio Data and upload relevant documents.

**Online Admission**

**LOGIN**

Email Address

Password

Keep me signed in

**Login**

**Forgot Your Password?**

Do not have an account? [Register Now](#)

## Registration Details Page

The following window will appear after clicking on [Register Now](#) as shown below



**Online Admission**

### Register Today

KCSE Index Number *	<input type="text" value="1"/>	Surname *	<input type="text"/>
First Name	<input type="text"/>	Middle Name *	<input type="text"/>
Email Address *	<input type="text"/>		
Password *	<input type="text"/>		
Confirm Password *	<input type="text"/>		

**Fill in the details as required in the above form i.e.**

- KCSE Index Number. E.g. If in your KCSE Result Slip your Index Number is 44010720/081 type 44010720081. **NOTE DO NOT TYPE THE BACKSTROKE (/).**
- **NOTE: If your index number doesn't consist of 11 digits add Zeros (00) at the beginning to make it 11 digits long for you to be able to register**
- Surname, First name and Last name they appear in your KCSE Results Slip
- Your email address,
- Enter your private password for the Online Admission Portal. (*Take note, your password is your secret. Please do not share it with anyone). e.g. mwaura@2000*)
- Repeat the password again for confirmation.
- Tick in the checkbox at the bottom to agree with the terms and conditions of the system.

Your filled form for registration should appear as shown below

**Online Admission**  
**Register Today**

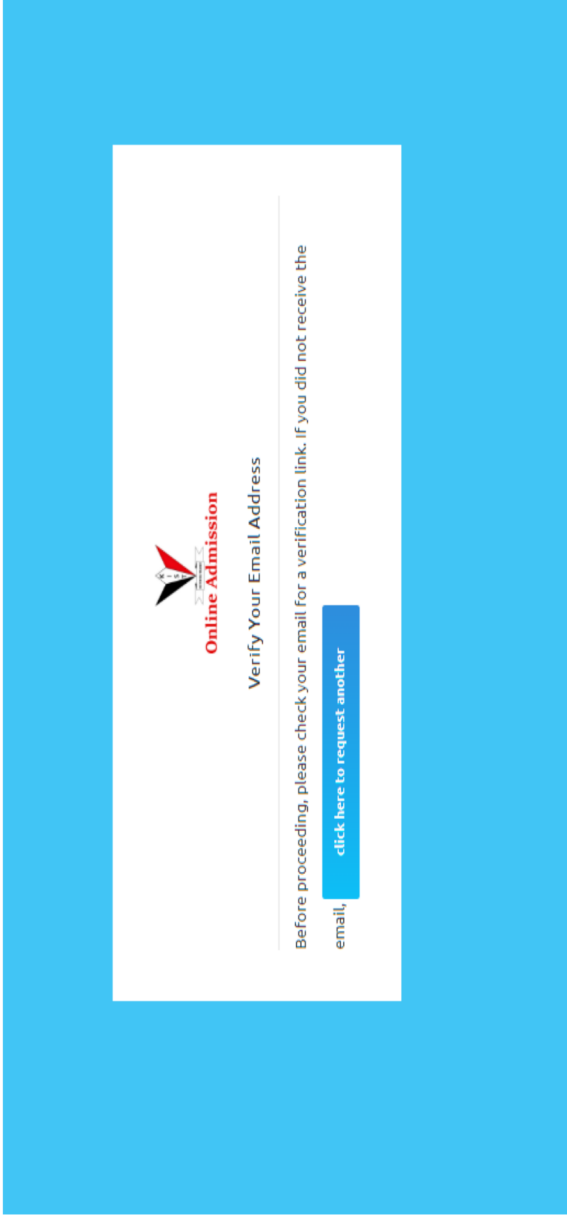
KCSE Index Number *	00205201001	Surname *	Mwangi
First Name	James	Middle Name *	Gikonyo
Email Address *	mwathibd@gmail.com		
Password *	*****		
Confirm Password *	*****		

I agree to all Terms & Conditions

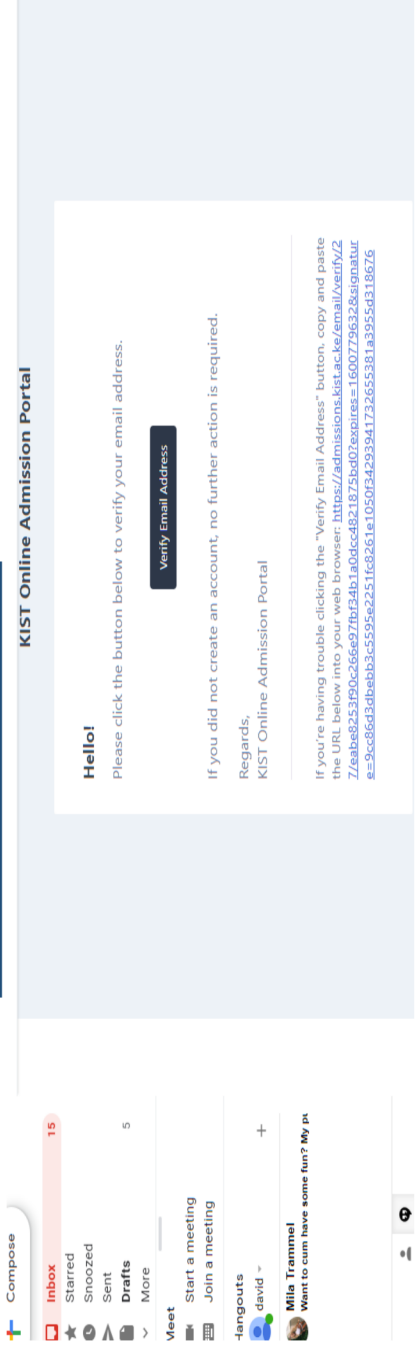
**Register**

- ✓ Verify that the email address entered is correct and active.
- ✓ Click on the **REGISTER** button.

The following page will appear



- ✓ The window above shows you that a verification link has been sent to you email,
- ✓ Log in to your email account and click on the verification link from the **inbox folder** if you don't find it check in the **spam folder** or [click here to request](#)





## Students Bio Data form

Once you Log in (by clicking the verification link) a window as shown below will be displayed

The screenshot shows the 'Student Bio Data' form in a web browser. The top navigation bar includes the 'Online Admission' logo, the user's name 'James Gikonyo Mwangi', and a 'Dashboard' link. The form itself is titled 'Student Bio Data' and contains several input fields. A section for 'Upload your Passport Photo' includes a 'Choose File' button and a message 'No File chosen'. The form fields are as follows:

Field Label	Value
Surname *	Mwangi
First Name	James
Last Name *	Gikonyo
Date of Birth *	dd/mm/yyyy
ID/Passport Number *	
Birth Certificate Number *	
Phone Number *	
Email Address *	mwathid@gmail.com
Gender *	--Select Gender--
Nationality *	--Select Nationality--
County *	--Select County--
Sub-County *	

A 'Save and Proceed' button is located at the bottom right of the form.

**Fill in the empty fields in the form as guided below**

**N.B: Do not repeat the details filled during registration, i.e. (surname, first name, middle name, email address).**

- ✓ Upload your digital passport photo(.jpg or.png) – (this field requires you to have your passport already saved in your phone/ computer ) click on Choose file and select your passport from the device
- ✓ Date of birth – click on the calendar and enter your DOB details or type the date of birth beginning with the day, month followed the year (dd/mm/yyyy).
- ✓ ID/Passport Number- type in your passport/Id number(8digits)
- ✓ Birth certificate number – type in your birth certificate number
- ✓ Phone number - Type in your phone number
- ✓ Gender – select your gender, either male/ female
- ✓ Nationality- Select your country. E.g. Kenyan Citizen
- ✓ County – select your county
- ✓ Sub county – Type your sub county(Constituency)

## Student Bio Data form

The filled form should appear as shown below

**Verify that your details are entered correctly before clicking on save and proceed**

The screenshot shows a web application interface for a student's bio data. The top navigation bar includes the KIST logo, the text 'Online Admission', the user's name 'James Gikonyo Mwangi', and a 'Dashboard' link. The main content area is titled 'Student Bio Data' and features a section for 'Upload your Passport Photo \*' with a 'Choose File' button and a file name '3.jpg'. Below this is a grid of form fields:

Field Label	Value
Surname *	Mwangi
First Name	James
Last Name *	Gikonyo
Date of Birth *	dd/mm/yyyy
ID/Passport Number *	23654321
Birth Certificate Number *	4567987654
Phone Number *	0717567098
Email Address *	mwathbd@gmail.com
Gender *	Male
Nationality *	Kenyan Citizen
County *	Nyandarua
Sub-County *	Kipirit

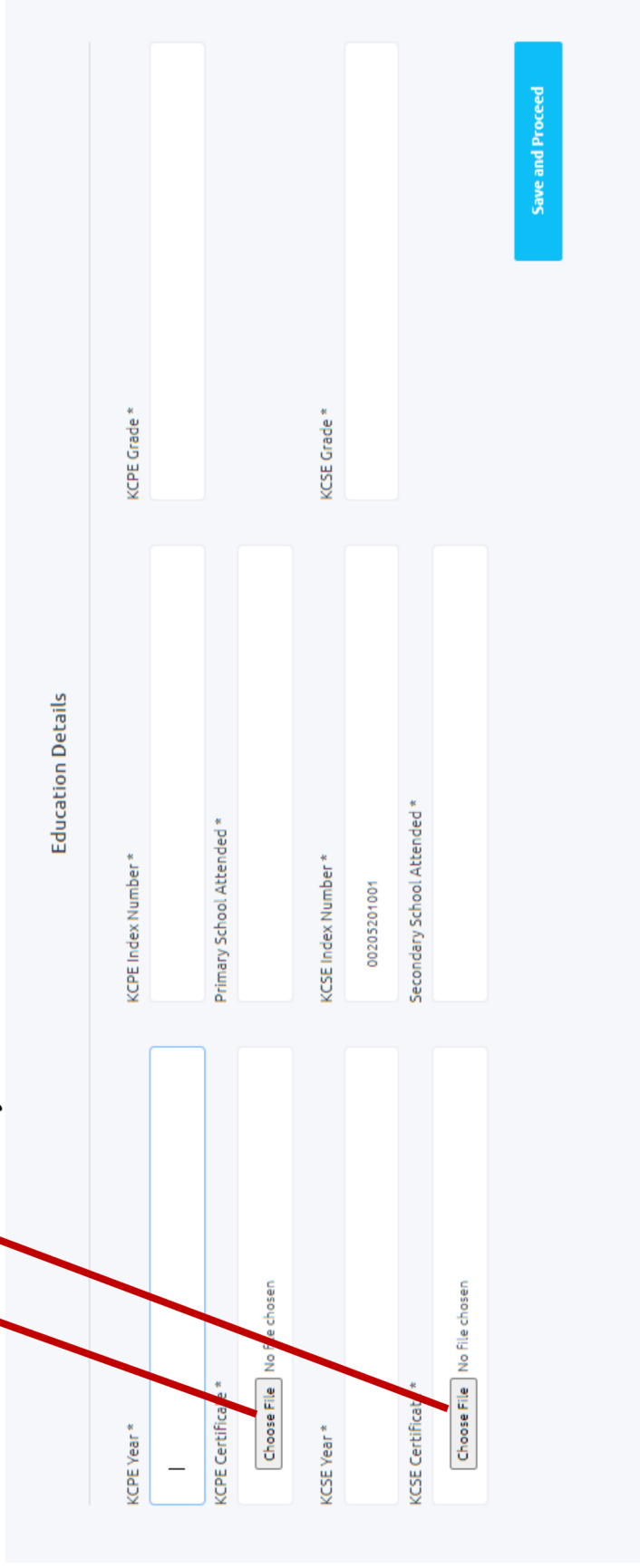
At the bottom right of the form is a blue button labeled 'Save and Proceed', which is highlighted by a red arrow.

Click on **Save and Proceed** button at the bottom right of the page

## Education Details

Fill in the education details in the fields as required in the form titled **Education Details**

- ✓ You need to have the following in **.pdf** softcopy
- ✓ KCPE Certificate
- ✓ KCSE Certificate
- ✓ Refer to the respective certificate to get the year, index number, school attended and Grade.
- ✓ Fill In the details in the respective fields correctly.
- ✓ Upload the **KCPE certificate** in the field below the word KCPE Certificate by clicking on **Browse** and access the certificate from your device
- ✓ Upload the **KCSE certificate** in the field below the word KCSE Certificate by clicking on **Browse** and access the certificate from your device



The screenshot shows a form titled "Education Details" with the following fields:

Field Label	Value / Status
KCPE Year *	
KCPE Certificate *	Choose File No file chosen
KCSE Year *	
KCSE Certificate *	Choose File No file chosen
KCPE Index Number *	
Primary School Attended *	
KCSE Index Number *	00205201001
Secondary School Attended *	
KCPE Grade *	
KCSE Grade *	

A blue "Save and Proceed" button is located at the bottom right of the form.

Two red arrows point from the text in the instructions to the "Choose File" buttons for the KCPE Certificate and KCSE Certificate fields.

Your filled form should appear as shown below

**Verify that your details are entered correctly before clicking on save and proceed**

The screenshot displays the 'Education Details' section of the KIST Online Admission form. The form is for James Gikonyo Mwangi. It contains two rows of input fields for KCPE and KCSE details. A red arrow points to the 'Save and Proceed' button at the bottom right of the form.

Field	Value
KCPE Year *	2010
KCPE Index Number *	205201001
KCPE Certificate *	Primary School Attended *
KCPE Grade *	452
KCSE Year *	2019
KCSE Index Number *	00205201001
KCSE Certificate *	Secondary School Attended *
KCSE Grade *	C

Buttons: Choose File CERTIFICATE.pdf (for KCPE and KCSE Certificate fields)

Save and Proceed

**Click on Save and Proceed button to save and continue.**

## Parents/Guardian Details

### Fill in the Parents/Guardian Details in the form provided

 **Online Admission**

James Gikonyo Mwangi  **KIST**

Dashboard  

James Gikonyo Mwangi 



#### Parent/Guardian Details

Full Name *	<input type="text" value=" "/>	Gender *	<input type="text" value="-- Select Gender --"/>
Role *	<input type="text" value="-- Select Role --"/>	Occupation *	<input type="text"/>
ID/Passport Number *	<input type="text"/>	Phone Number *	<input type="text"/>
Nationality *	<input type="text" value="-- Select Nationality --"/>	County *	<input type="text" value="-- Select County --"/>
		Sub-County *	<input type="text"/>

0/3 added. You need to add at least 1

[Save and Proceed](#)

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Kiambu Institute of Science and Technology

Your filled form should appear as shown below,

**Verify that your details are entered correctly before clicking on save and proceed once you click on save and proceed you will not get an opportunity to edit your details again**

### Parent/Guardian Details

Full Name *	Richard Lesiyampe Korir	Gender *	Male
Role *	Father	Occupation *	Business
ID/Passport Number *	23456789	Phone Number *	0734567890
Nationality *	Kenyan Citizen	Country *	Isiolo
		Sub-Country *	Texas

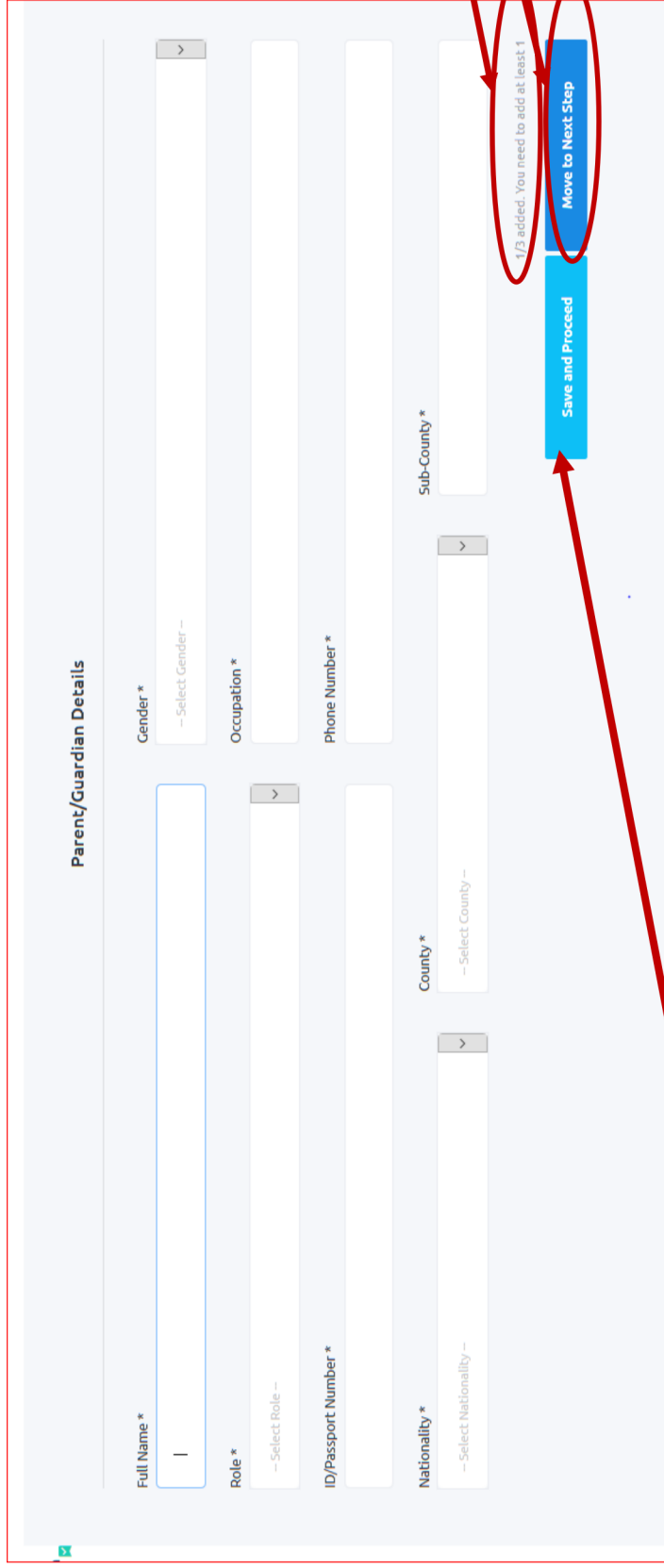
0/3 added. You need to add at least 1

[Save and Proceed](#)

**Click on Save and Proceed.**

You are required to provide Parent/Guardian details (Father, Mother or Guardian) after filling the first form another similar form will appear, fill in details of the second Parent/Guardian form

**Verify that your details are entered correctly before clicking on save and proceed once you click on save and proceed**



The screenshot shows a form titled "Parent/Guardian Details" with the following fields:

- Full Name \*
- Role \* (dropdown menu)
- ID/Passport Number \*
- Nationality \* (dropdown menu)
- Gender \* (dropdown menu)
- Occupation \*
- Phone Number \*
- County \* (dropdown menu)
- Sub-County \*

At the bottom right of the form, there are two buttons: "Save and Proceed" and "Move to Next Step". A red arrow points from the "Save and Proceed" button to the "Move to Next Step" button. A red circle highlights the "Move to Next Step" button, and another red circle highlights the text "1/2 added. You need to add at least 1" above it.

Click on **Save and Proceed**.

Once you have filled and saved at least one Parent/Guardian or you are done with filling your parents' details, click on **Move to next step**



You can edit your Parents or Guardian Details as shown

James Gikonyo Mwangi

Online Admission

Dashboard

### Parent/Guardian Details

Full Name \*

Gender \*

Role \*

Occupation \*

ID/Passport Number \*

Phone Number \*

Nationality \*

Country \*

Sub-Country \*

1/3 added. You need to add at least 1

[Save and Proceed](#) [Move to Next Step](#)

[Edit David Kamau Kimani](#)

## Academic Documents & Bank Deposit Slip

Upload the academic documents and Bank Deposit Slip by clicking on the **Choose file** button of each field and retrieving your scanned document from the computer. **NB: All the documents must be in .pdf**

The screenshot shows the 'Academic Documents' section of the KIST Online Admission portal. The page has a blue header with the KIST logo, 'Online Admission', and the user's name 'James Gikonyo Mwangi'. The main content area is titled 'Academic Documents' and contains seven upload fields, each with a 'Choose File' button and a 'No File chosen' status. The fields are:

- Scanned copy of KCSE Result Slip \*
- Scanned copy of High School Leaving Certificate \*
- Scanned copy of ID/passport \*
- Scanned copy of Signed KIST Medical Certificate Form \*
- Scanned Copy of Bank Payment Slip \*
- Scanned Copy of your Birth Certificate \*
- Scanned copy of Filled KIST declaration Form \*

At the bottom right, there is a blue button labeled 'Upload and Complete Application'.

Academic Documents

Scanned copy of KCSE Result Slip \*

Choose File CERTIFICATE.pdf

Scanned copy of High School Leaving Certificate \*

Choose File CERTIFICATE.pdf

Scanned copy of ID/Passport \*

Choose File CERTIFICATE.pdf

Scanned copy of Signed KIST Medical Certificate Form \*

Choose File CERTIFICATE.pdf

Scanned copy of Bank Payment Slip \*

Choose File CERTIFICATE.pdf

Scanned Copy of your Birth Certificate \*

Choose File CERTIFICATE.pdf

Scanned copy of Filled KIST declaration form \*

Choose File CERTIFICATE.pdf

Upload and Complete Application

Click on **Upload and complete Application**

Your registration is successful you should wait for communication from KIST. The admission Card appears as shown below you can update your details using the **update personal data** or screenshot the admission card n keep it for future reference

The screenshot shows the 'Online Admission' dashboard for James Gikonyo Mwangi. The user's name is displayed as 'Name: James Gikonyo Mwangi'. Below the name is a profile picture of an eagle in flight over a blue sky. To the right of the profile picture is a table containing personal data:

Phone Number	0717567098
Email	mwaathbbd@gmail.com
ID/Passport Number	23654321
Birth Cert. Number	4567987654
Gender	Male
Nationality	Kenyan

Below the table, a message states: 'Registration Successful! Please await communication from KIST.' A blue button labeled 'Update Personal Data' is positioned below the message. A red circle highlights the message and the button, with a red arrow pointing from the button to the message.

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