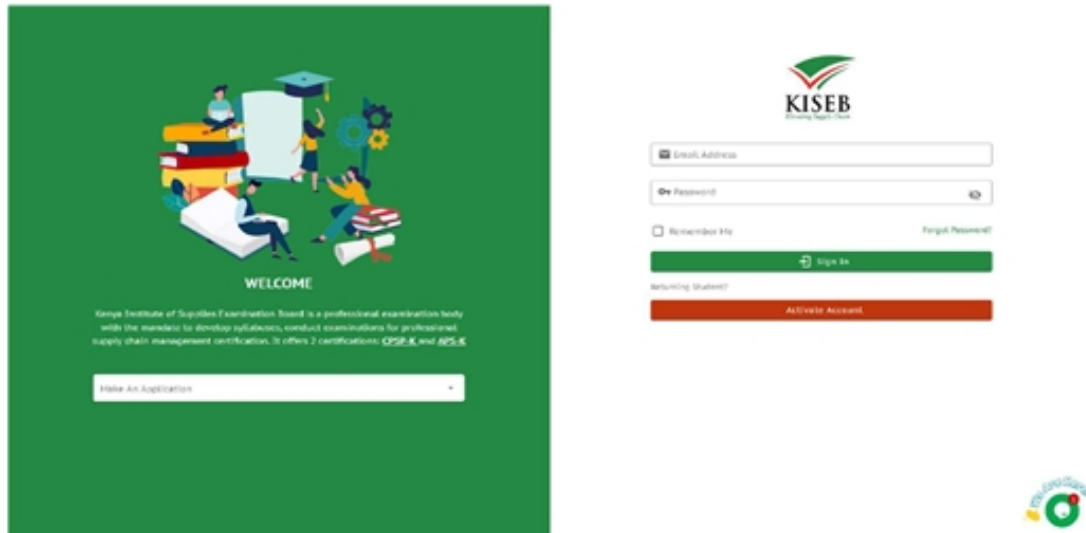
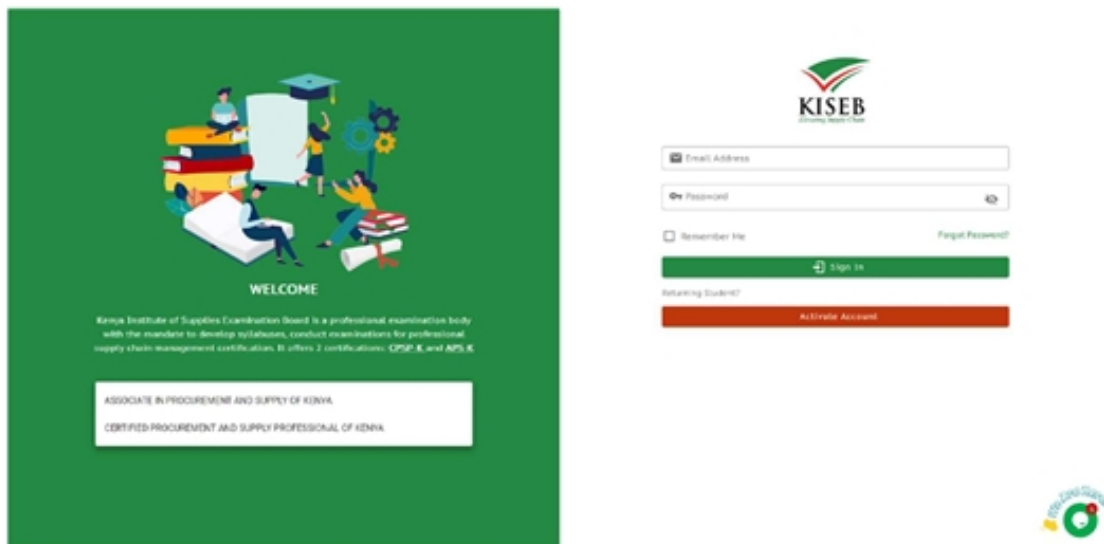


Application Procedure

1. Click on the link to open the student portal shared



2. Next, click on the Make an Application input field, on the left side of the page and select a program.



3. You will be presented with a screen shown below, fill in the details to signup following the steps on the right of the page.

Create An Account

Name

Email

National ID

Phone Number **OTP** ✖
Please enter a valid phone number

Password

Confirm Password

Already have an account? [Sign In](#)

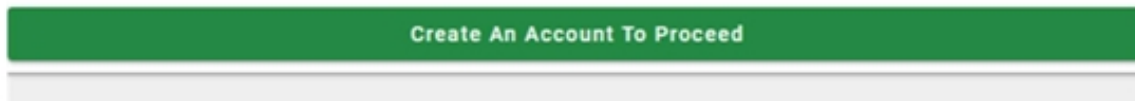
Create An Account To Proceed

Follow the following steps to Sign Up:

1 Eligible Criteria for AFS-K Kenya Certificate of Secondary Education (KCSE) (average of at least grade C- (minus), or Division 2, KACE one qualification, Certificate of experiential learning, KNQA Level 1)

- Enter a valid email address e.g. email@example.com
- Enter your national ID number
- Enter a valid phone number preferably one that your currently using
- Enter a valid password on the password field
- Check that the information entered is correct
- Click on the **Create Account** button to sign up
- After the steps above you will receive an **OTP code via email** on your phone number accordingly check the linked email address
- Enter the code on the linked address and click on **Verify** button
- Once the process is complete you will be redirected to your applications dashboard.

4. Click create an account to proceed



5. A One Time Password (OTP) will be sent to you email and Phone Number to verify your account. Kindly key in the digits to proceed.

Notifications Sent Successfully

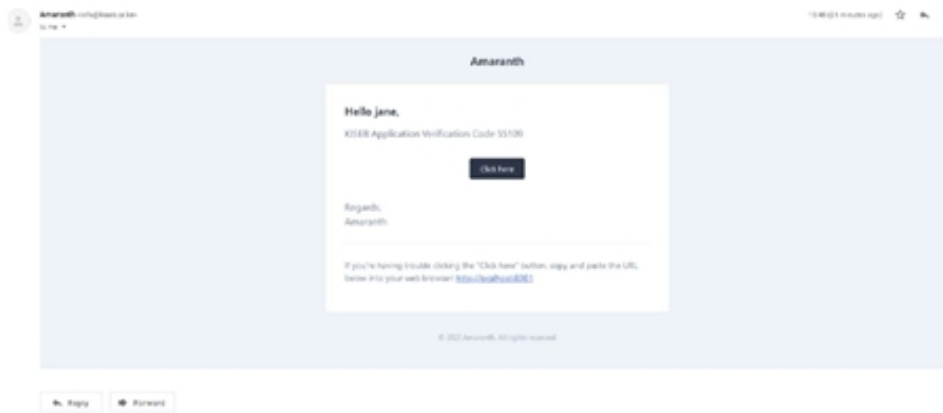
Account OTP Verification

Check your phone/email for the OTP code

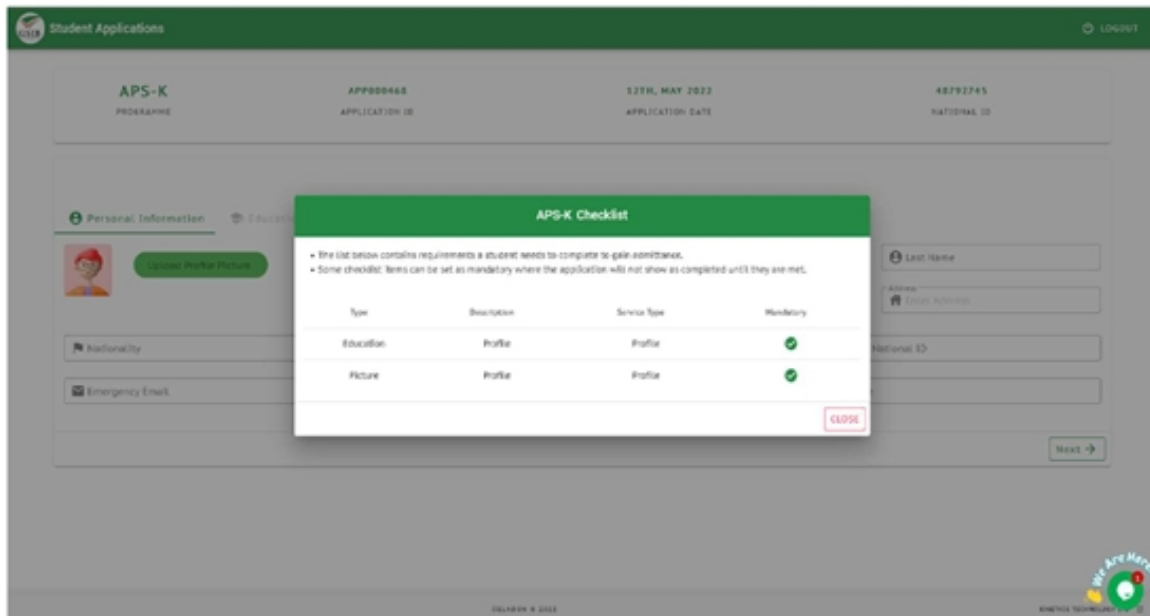
Enter OTP Code

Didn't receive the code? [Resend Code](#)

Create An Account To Proceed



- You will be redirected to a page to complete filling in your details using the program checklist as guidance.



7. Fill in Personal Information details then click the next button

Student Applications LOGOUT

APS-K PROGRAMME APP000468 APPLICATION ID 12TH, MAY 2022 APPLICATION DATE 48792745 NATIONAL ID

Personal Information Education Declaration **REQUIREMENTS**

Upload Profile Picture

First Name Middle Name Last Name

Gender: Male Female Date of Birth: 0001-01-01 Address: Enter Address

Nationality Country Upload Passport/ National ID

Emergency Email Emergency Address Emergency Phone

Next →

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8. Click the Add Qualification button to give you the form.

Student Applications LOGOUT

APS-K PROGRAMME APP000468 APPLICATION ID 12TH, MAY 2022 APPLICATION DATE 48792745 NATIONAL ID

Personal Information **Education** Declaration **REQUIREMENTS**

My Qualifications

+ Add Qualification

No	Institution	Level	Certification	Course Title	Grade	Attachment	Actions
No data available							

Rows per page: 10

Previous **Next** →

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9. Fill in your education details ensuring the certification attachment uploaded is a pdf. Click the submit button then the next button.

The screenshot shows the 'Add Qualification' modal form. It contains the following fields and options:

- Institution:** Select Institution (dropdown)
- Educative level:** Select Education Level (dropdown)
- Certificate:** Select Certification (dropdown)
- Course Title:** Course Title (text input)
- Certificate attached:** Select Certificate Attached (dropdown)
- Certificate attachment:** A dashed box containing an upload icon and the text 'Add file attachment (application/pdf)'. Below this box are 'CANCEL' and 'SUBMIT' buttons.

The background shows the 'Education' tab selected in the 'My Qualifications' section. A 'Next' button is visible on the right side of the page.

10. The next button will take you to the declaration page. Check the I Agree checkbox then the submit button.

The screenshot shows the 'Declaration' page. It features a declaration text and an 'I Agree' checkbox. A red arrow points to the checkbox.

Declaration Text: I hereby declare that to the best of my knowledge all the information I have provided on this form and all supporting documents are true and correct and I agree to abide by the Examination Rules and Regulations and Code of Conduct and Ethics for KISEB.

I Agree: I Agree

The page includes a 'Previous' button on the left and a 'Submit' button on the right. The 'Requirements' tab is also visible in the top right corner.

11. This will take you to the payment page where you fill your number and name then click the pay button.

Student Applications LOGOUT

APS-K PROGRAMME APPLICATION ID: [REDACTED] DATE, MAY 2022 APPLICATION DATE: [REDACTED] NATIONAL ID: [REDACTED]

Payments Print Proforma

APPLICATION PROFORMA

Draft Invoice
May 12, 2022
External Document No. [REDACTED]
Page 1 / 1

[REDACTED]
[REDACTED]
nairobi

KISEB
Creating Future Leaders
KISEB
22873
00505 Nairobi

Summary
Amount: Ksh 3000

Name: [REDACTED]
Enter Your Name

Phone Number: +254 [REDACTED]
Please enter a valid phone number

PAY

Your Reference Payment Terms Shipment Method

CELADON © 2022

12. You can either accept to pay now or pay later

Confirm Payment

Confirm Payment for application No. [REDACTED]

PAY LATER YES

Payment Terms Shipment Method

CELADON © 2022

13. You will be redirected to your dashboard.
14. Update your profile with the right details and save as you wait for your application to be reviewed.