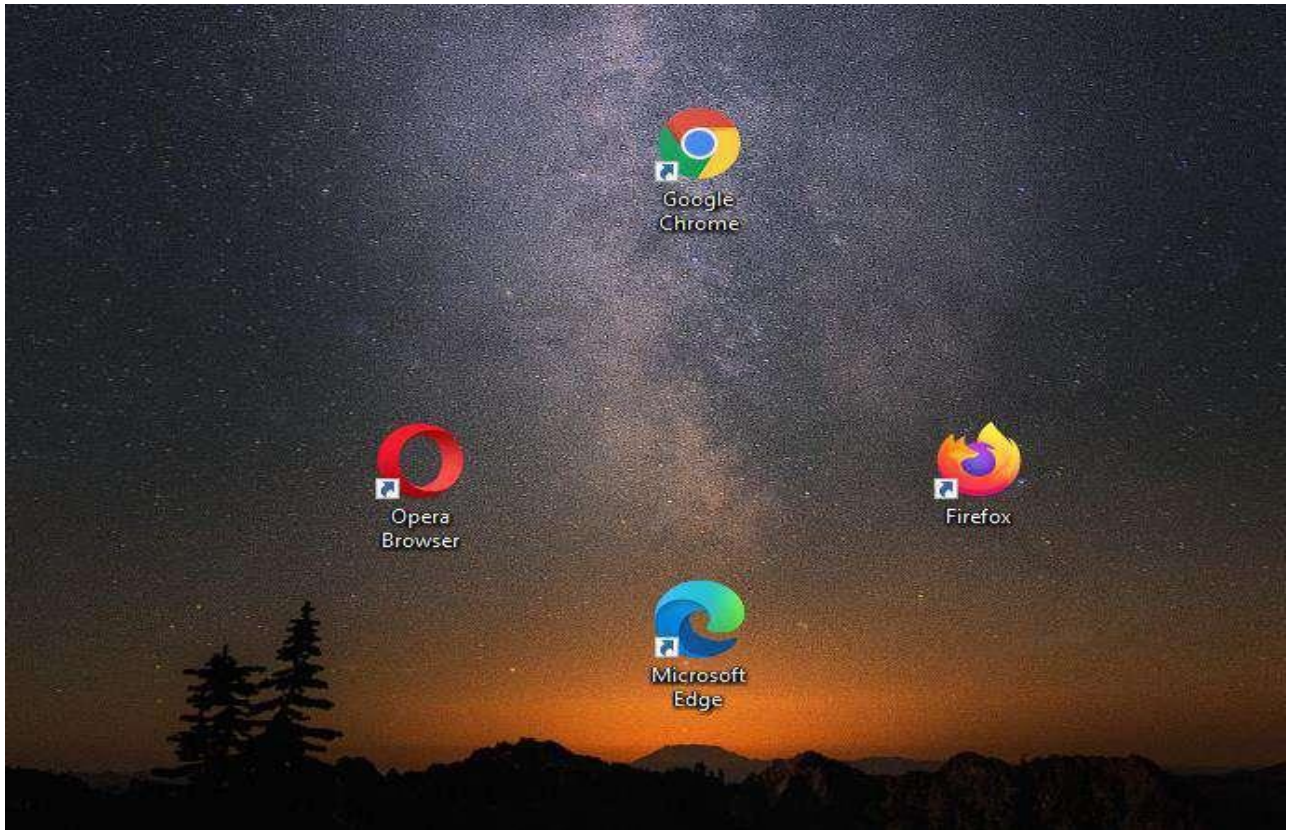




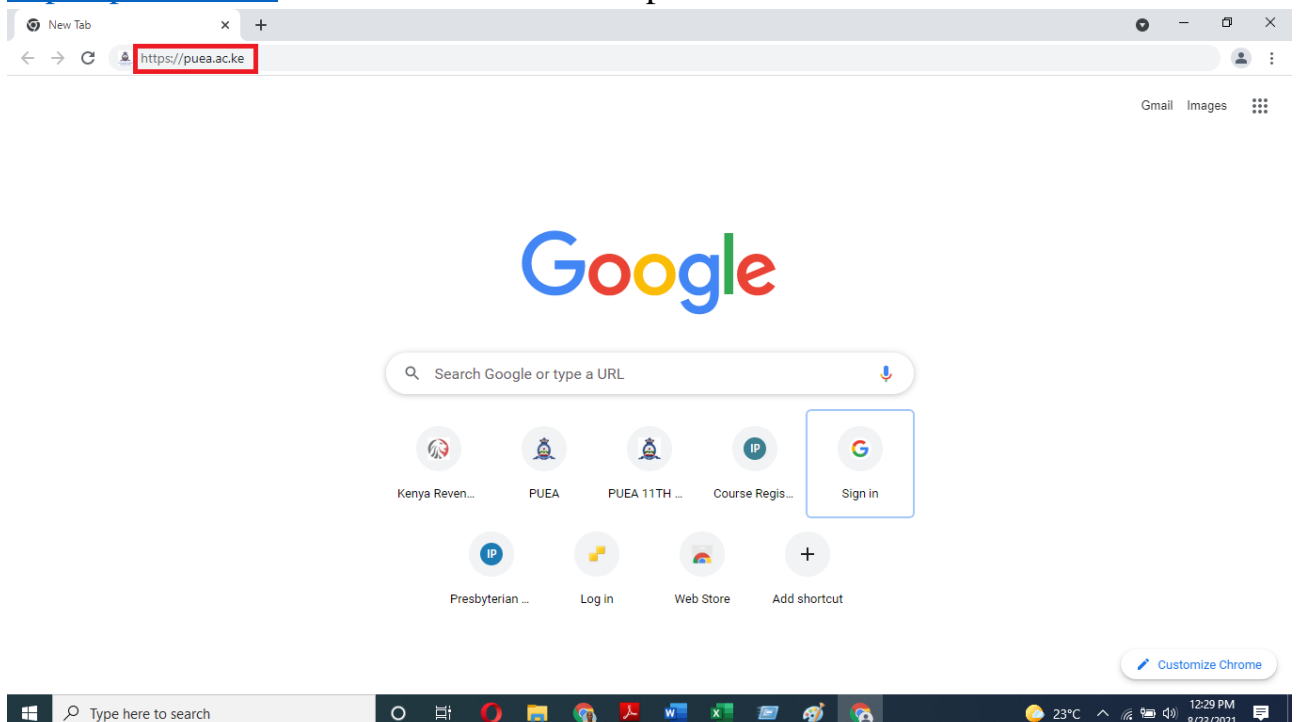
## Tutorial on How to Download Admission Letter

### HOW TO DOWNLOAD ADMISSION LETTER

**Step 1:** Open the browser on your computer/laptop or mobile phone.  
Examples of browsers include:



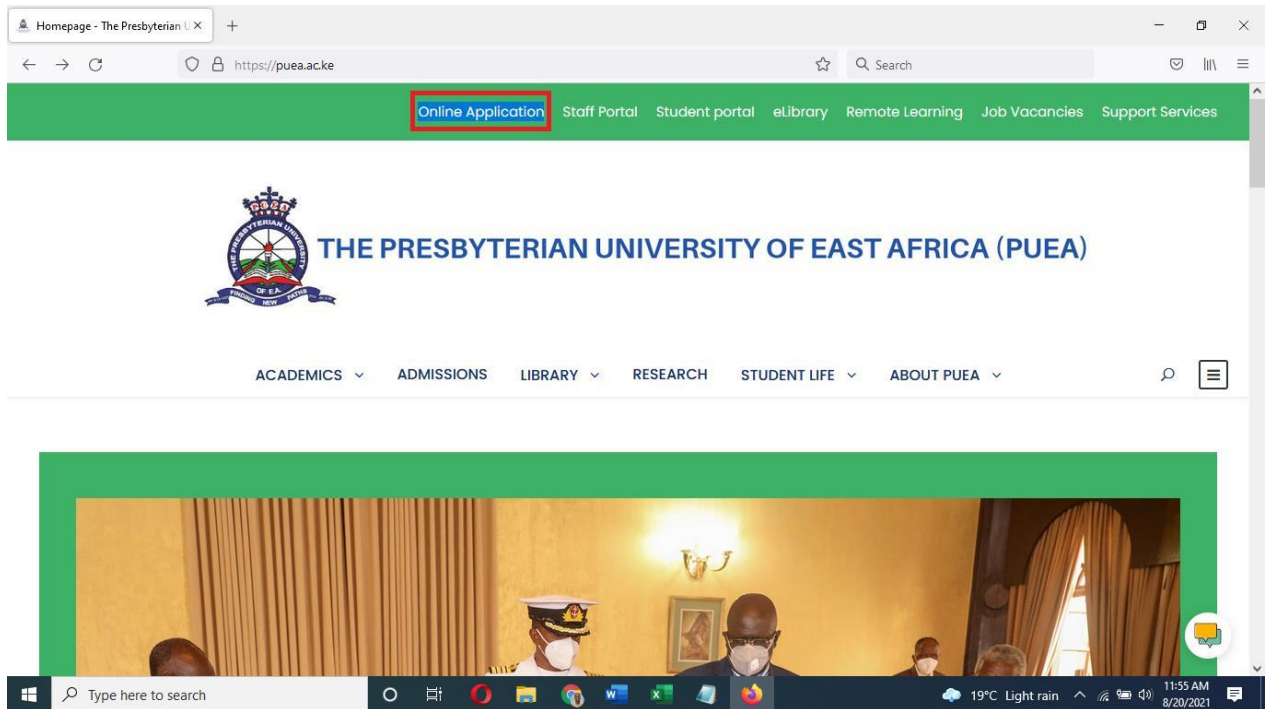
**Step 2:** On the browser type the University's website Address <https://puea.ac.ke/> in the URL section and press enter.



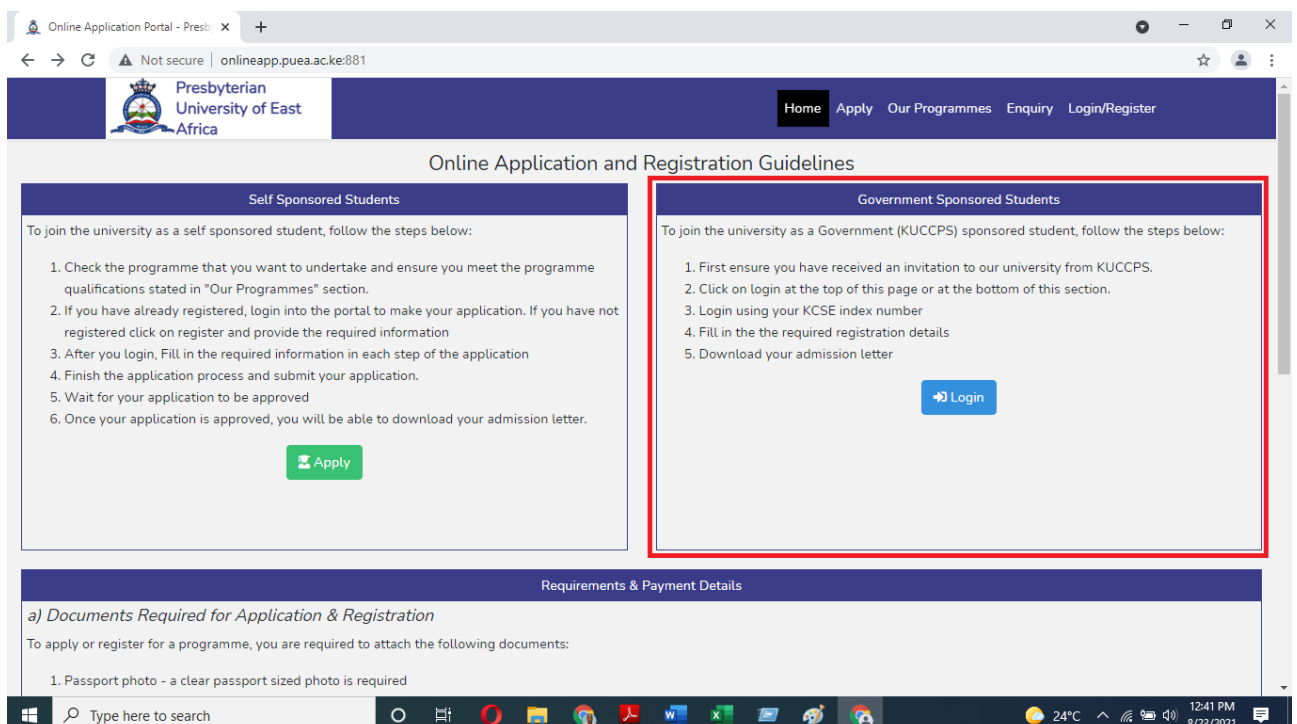


## Tutorial on how to download Admission Letter

**Step 3:** You will be redirected to the Presbyterian University of East Africa homepage. Click on the “**Online Application**” tab.



**Step 4:** You will be redirected to a page with the **Online Application and Registration Guidelines**. Navigate to the **Government Sponsored Students** section on the right side of the page. Read the 5 steps listed then click “**login button**”.





## Tutorial on how to download Admission Letter

**Step 5:** You will be redirected to a login page. On the KUCCPS Government Sponsored Students enter your full **KCSE index number (e.g. 2021258778/2020)** on the space provided and tick the checkbox next to **I'm not a robot**. A **Login** button will appear. Click on it to proceed.

KUCCPS/Government Sponsored Students Login

Please ensure you have already received a letter from KUCCPS which indicates you have been granted an offer in Presbyterian University of East Africa

KCSE Index No

I'm not a robot

© 2021 All rights reserved Presbyterian University of East Africa

**Step 6:** You will be redirected to a page where you will fill your personal information details. Make sure you fill accurate details. And when done click on **next**.

Register - Presbyterian University

Before you can access any other services, the University requires you to update your details as requested in the steps below.

Step 1/5 Personal Information

Surname	Other names	Gender	Email
<input type="text" value=""/>	<input type="text" value=""/>	Male	m@gmail.com
Date of Birth	Already have a National ID?	National ID Number	Scanned National ID
01/01/0001	Yes	12345678	<input type="button" value="Choose File"/> No file chosen
Religion	Phone Number	County	Physically impaired/Disabled?
Muslim	0712345678	Trans Nzoia	No

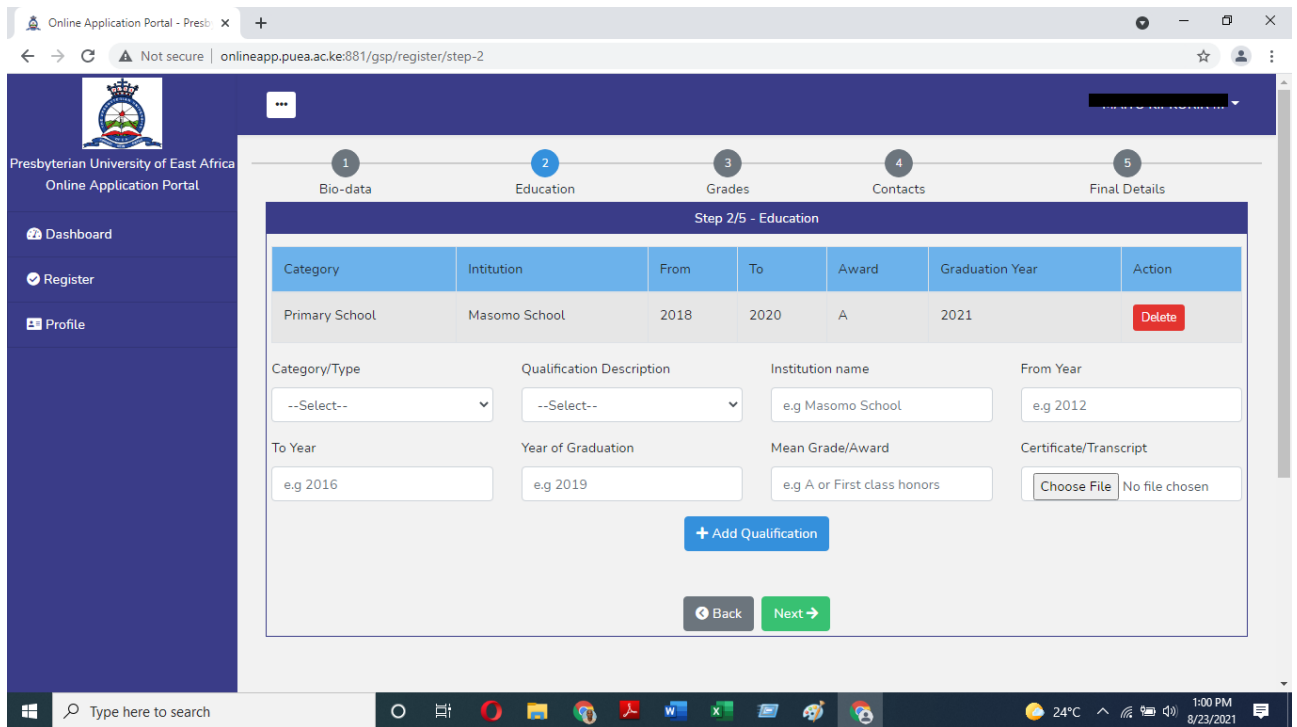
Passport photo

No file chosen



## Tutorial on how to download Admission Letter

**Step 7:** You will be further redirected to a page where you will fill in your education details. Make sure you fill accurate details. Click on the “**Add Qualification**” to add more relevant education. When done click **next**.



The screenshot shows the 'Step 2/5 - Education' page of the Online Application Portal. The page has a dark blue sidebar on the left with the university logo and navigation links: Dashboard, Register, and Profile. The main content area has a progress bar at the top with five steps: 1 Bio-data, 2 Education (current), 3 Grades, 4 Contacts, and 5 Final Details. Below the progress bar is a table with the following data:

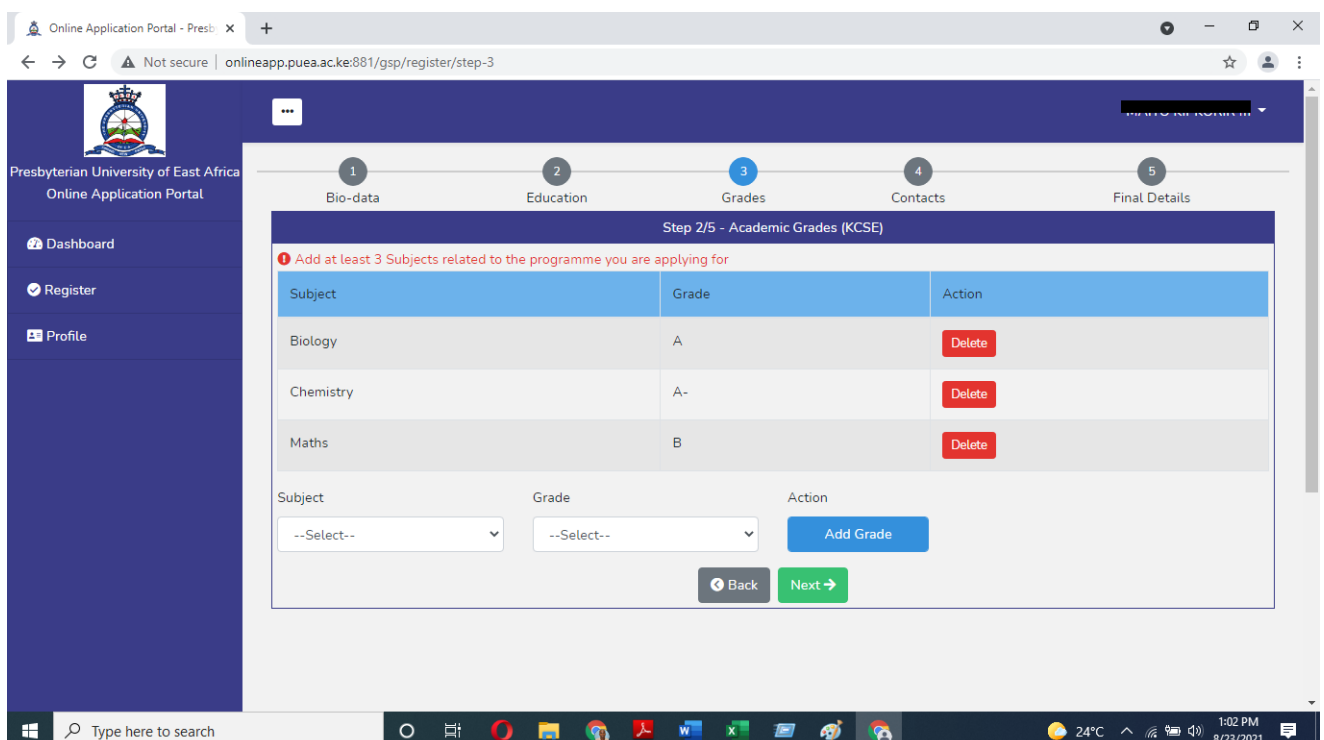
Category	Institution	From	To	Award	Graduation Year	Action
Primary School	Masomo School	2018	2020	A	2021	Delete

Below the table are several input fields for adding a new qualification:

- Category/Type: --Select--
- Qualification Description: --Select--
- Institution name: e.g Masomo School
- From Year: e.g 2012
- To Year: e.g 2016
- Year of Graduation: e.g 2019
- Mean Grade/Award: e.g A or First class honors
- Certificate/Transcript: Choose File (No file chosen)

At the bottom of the form are three buttons: '+ Add Qualification', 'Back', and 'Next'.

**Step 8:** You will be further redirected to a page where you will fill in your grade's details. Make sure you fill accurate details of 3 subjects related to the programme you are applying for. And when done click **next**.



The screenshot shows the 'Step 2/5 - Academic Grades (KCSE)' page of the Online Application Portal. The page has a dark blue sidebar on the left with the university logo and navigation links: Dashboard, Register, and Profile. The main content area has a progress bar at the top with five steps: 1 Bio-data, 2 Education, 3 Grades (current), 4 Contacts, and 5 Final Details. Below the progress bar is a table with the following data:

Subject	Grade	Action
Biology	A	Delete
Chemistry	A-	Delete
Maths	B	Delete

Below the table are several input fields for adding a new grade:

- Subject: --Select--
- Grade: --Select--
- Action: Add Grade

At the bottom of the form are three buttons: 'Back', 'Add Grade', and 'Next'.



## Tutorial on how to download Admission Letter

**Step 9:** You will be further redirected to a page where you will fill in your contacts details. Scroll further down on the page to fill in more contact details. When done click **next**.

The screenshot shows the 'Step 3/5 - Contacts' page of the Online Application Portal. The page is divided into five steps: 1. Bio-data, 2. Education, 3. Grades, 4. Contacts (current step), and 5. Final Details. The 'Contacts' section includes the following fields:

- a) Your Home Address:** Address box (P.O BOX) with value '123', Address code with value '00100', and Address town with value 'Nairobi'.
- b) Next of Kin Details:** Next of Kin name with value 'Mary', Next of Kin Relationship with value 'Father', Next of Kin Phone number with value '0712345678', and Next of Kin Email with value 'm@gmail.com'.
- c) Marital details:** Marital Status with value 'Married', Full name of Spouse with value 'e.g Susan Doe', and Spouse Phone number with value 'e.g 0712345678'.
- d) Parent details:** Status of father with value 'Deceased'.

**Step 10:** On the page that appears, fill in the required details. On the declaration section, tick the check box on the left side. A “Submit & Finish” button will appear. Click on it to submit your details.

The screenshot shows the 'Step 4/5 - Final Details' page of the Online Application Portal. The page is divided into five steps: 1. Bio-data, 2. Education, 3. Grades, 4. Contacts, and 5. Final Details (current step). The 'Final Details' section includes the following fields:

- Sport/Game of interest:** Dropdown menu with value 'Football'.
- Club, society or hobby of interest:** Dropdown menu with value 'Redcross'.
- How did you hear about Presbyterian University of East Africa?:** Dropdown menu with value 'Newspaper'.
- DECLARATION:** A checkbox is checked, with the text: "By Checking this checkbox you confirm that the information provided above is correct. The University will nullify any admission obtained on the basis of untrue information."

At the bottom of the form, there are two buttons: "Back" and "Submit & Finish".



## Tutorial on how to download Admission Letter

**Step 11:** Your Admission letter will be automatically generated and displayed on your screen. Download the Admission letter, Fees structure, and download the medical form and re upload the filled medical form back to the system.

The screenshot displays the 'Dashboard' page of the Presbyterian University of East Africa Online Application Portal. The page is titled 'Dashboard' and contains the following information:

- Your Admission Number:** [REDACTED]
- Your Registration status:** **SUCCESSFUL**
- Status Description:** This means you have registered and updated your details as required by the university before admission. Please also note you are required to come with a printed copy of the provisional admission letter accessible below, on the reporting date.
- Admission letter:** [Download Admission letter](#)
- Fees Structure:** [Download Fees Structure](#)
- Download Medical Form:** [Download](#)
- Upload Medical Form:** [Choose File](#) No file chosen [Upload](#)

© 2021 All rights reserved Presbyterian University of East Africa  
Developed by DSL Systems & Solutions Ltd.