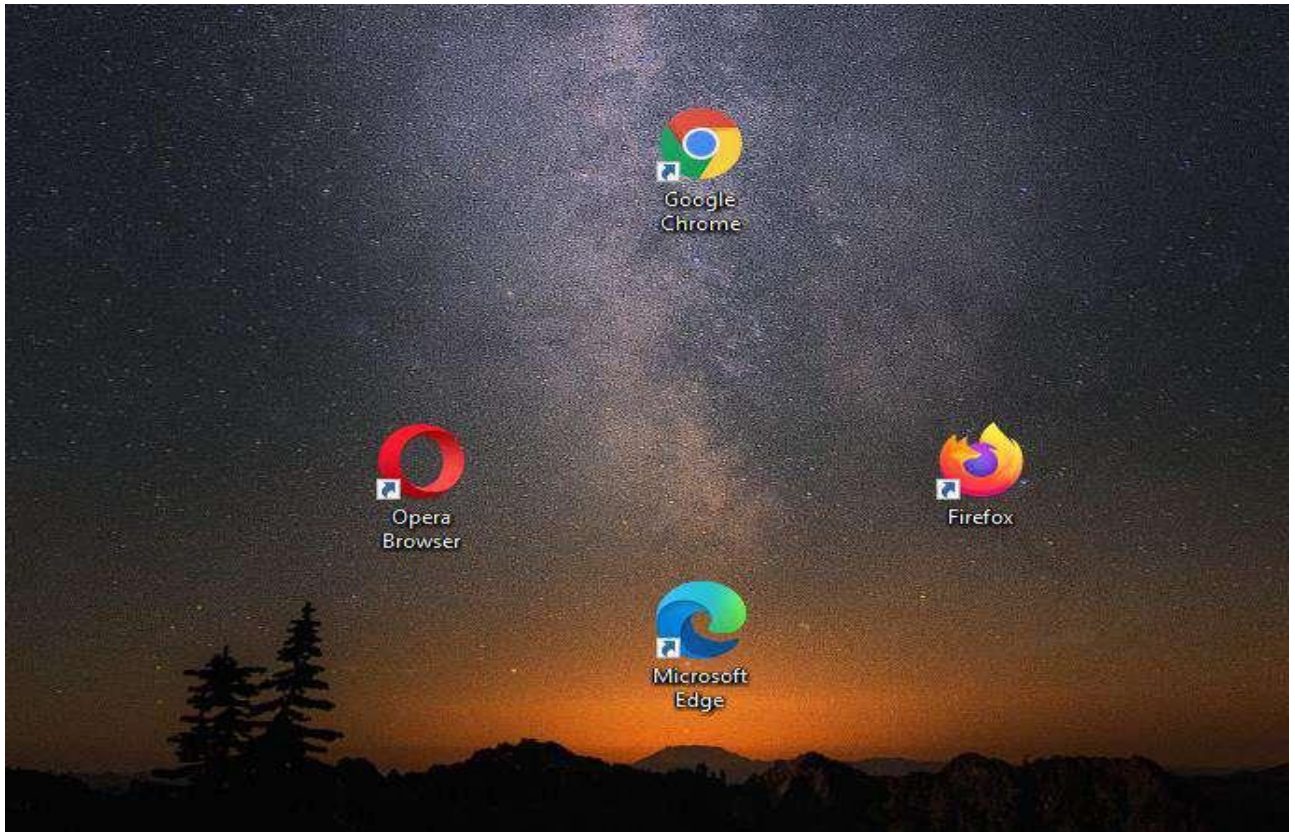




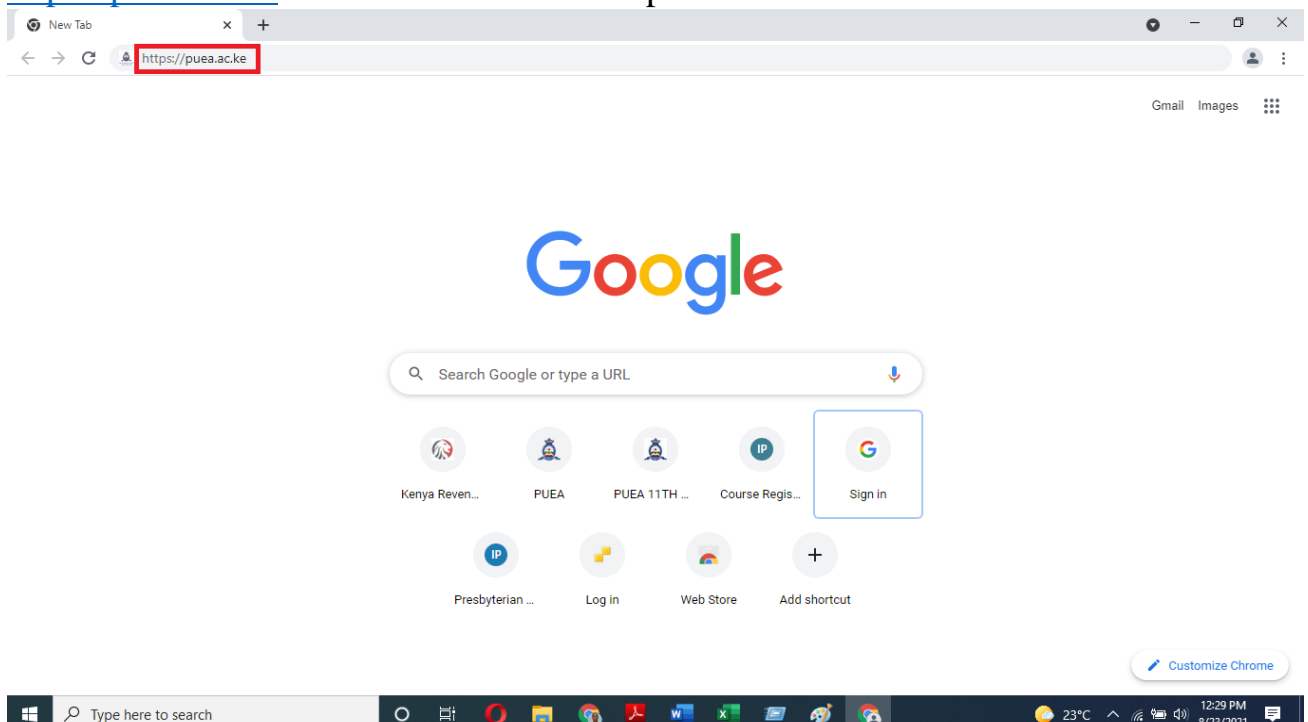
## Tutorial on How to Download Admission Letter

### 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.

Homepage - The Presbyterian U...  
https://puea.ac.ke  
Online Application Staff Portal Student portal eLibrary Remote Learning Job Vacancies Support Services  
THE PRESBYTERIAN UNIVERSITY OF EAST AFRICA (PUEA)  
ACADEMICS ADMISSIONS LIBRARY RESEARCH STUDENT LIFE ABOUT PUEA  
Type here to search  
19°C Light rain 11:55 AM 8/20/2021

**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**”.

Online Application Portal - Presb...  
Not secure | onlineapp.puea.ac.ke:881  
Presbyterian University of East Africa  
Home Apply Our Programmes Enquiry Login/Register  
Online Application and Registration Guidelines  
Self Sponsored Students  
To join the university as a self sponsored student, follow the steps below:  
1. Check the programme that you want to undertake and ensure you meet the programme qualifications stated in "Our Programmes" section.  
2. If you have already registered, login into the portal to make your application. If you have not registered click on register and provide the required information  
3. After you login, Fill in the required information in each step of the application  
4. Finish the application process and submit your application.  
5. Wait for your application to be approved  
6. Once your application is approved, you will be able to download your admission letter.  
Apply  
Government Sponsored Students  
To join the university as a Government (KUCCPS) sponsored student, follow the steps below:  
1. First ensure you have received an invitation to our university from KUCCPS.  
2. Click on login at the top of this page or at the bottom of this section.  
3. Login using your KCSE index number  
4. Fill in the the required registration details  
5. Download your admission letter  
Login  
Requirements & Payment Details  
a) Documents Required for Application & Registration  
To apply or register for a programme, you are required to attach the following documents:  
1. Passport photo - a clear passport sized photo is required  
Type here to search  
24°C 12:41 PM 8/23/2021



## 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 **KCSE index number** 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

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**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.

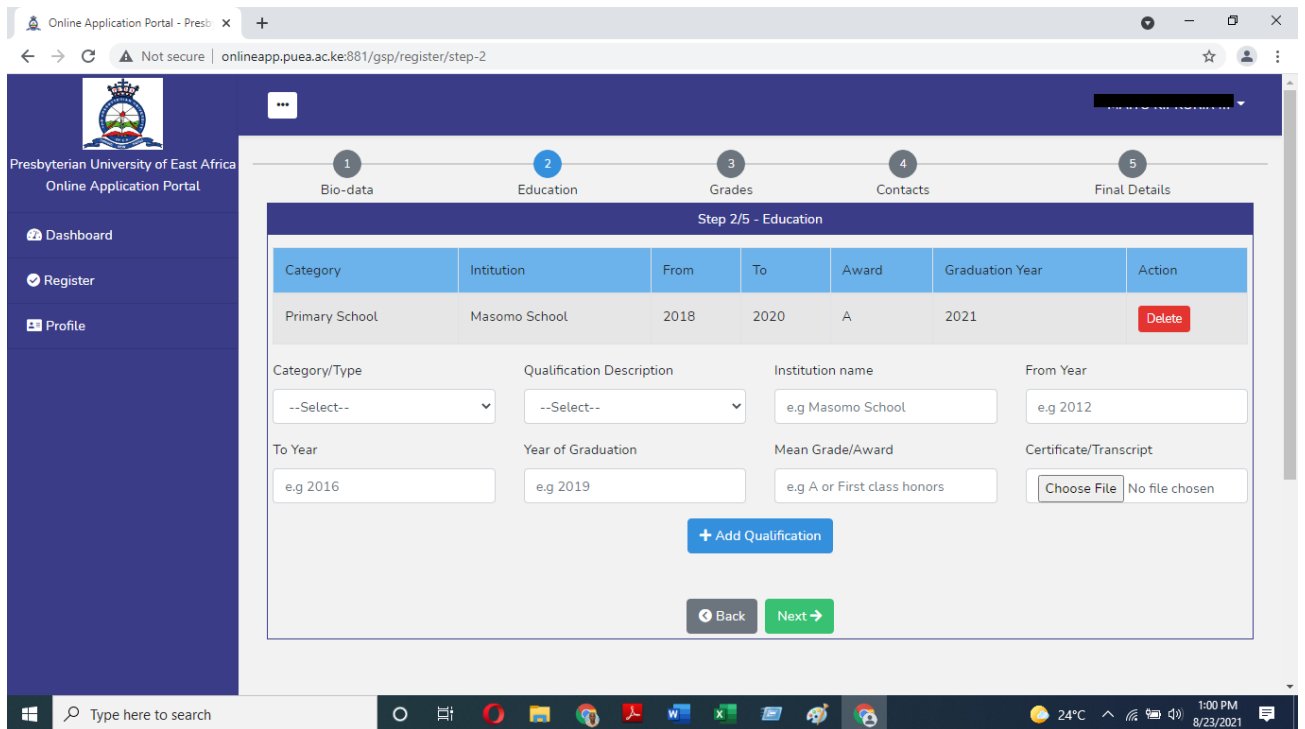
Step 1/5 Personal Information

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	<input type="button" value="Choose File"/> 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 in the Online Application Portal. The page has a navigation bar with five steps: 1 Bio-data, 2 Education, 3 Grades, 4 Contacts, and 5 Final Details. The 'Education' step is active. The page contains a table with the following data:

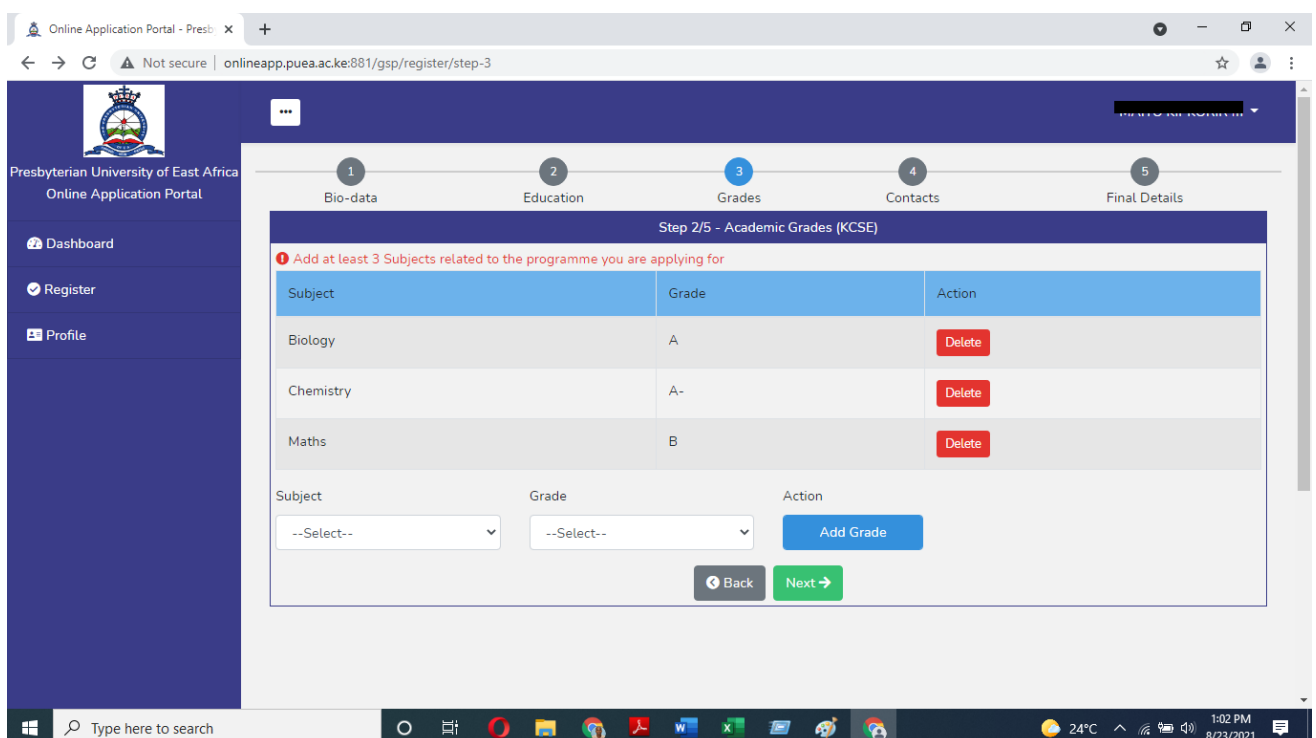
Category	Institution	From	To	Award	Graduation Year	Action
Primary School	Masomo School	2018	2020	A	2021	Delete

Below the table are 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)

Buttons: + Add Qualification, Back, 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 in the Online Application Portal. The page has a navigation bar with five steps: 1 Bio-data, 2 Education, 3 Grades, 4 Contacts, and 5 Final Details. The 'Grades' step is active. The page contains a table with the following data:

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

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

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

Buttons: Back, 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), and 5. Final Details. The 'Contacts' section contains 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). The 'Final Details' section contains the following fields:

- Sport/Game of interest:** A dropdown menu with the value 'Football'.
- Club, society or hobby of interest:** A dropdown menu with the value 'Redcross'.
- How did you hear about Presbyterian University of East Africa?:** A dropdown menu with the 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".

**Step 11:** Your Admission letter will be automatically generated and displayed on your screen. Download the letter.