



KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE

SCHOOL/CENTER APPLICATION FOR DEGREE AND TVET PROGRAMMES

PRINCIPAL'S APPLICATION GUIDE 2019

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1. INTRODUCTION

The Kenya Universities and Colleges Central Placement Service is a State corporation established under the Universities Act, 2012 to coordinate the placement of Government-sponsored students to universities and colleges, among other functions.

The Placement Service is pleased to announce that the school online application portal for the 2019 KCSE candidates **opened on Thursday, September 26, 2019** at midday and will close on **Tuesday, December 31, 2019 at midnight**.

The portal can be accessed by all schools/centers with registered 2019 KCSE candidates wishing to apply for degree and TVET courses in universities and colleges respectively.

a) Revised Placement Criteria

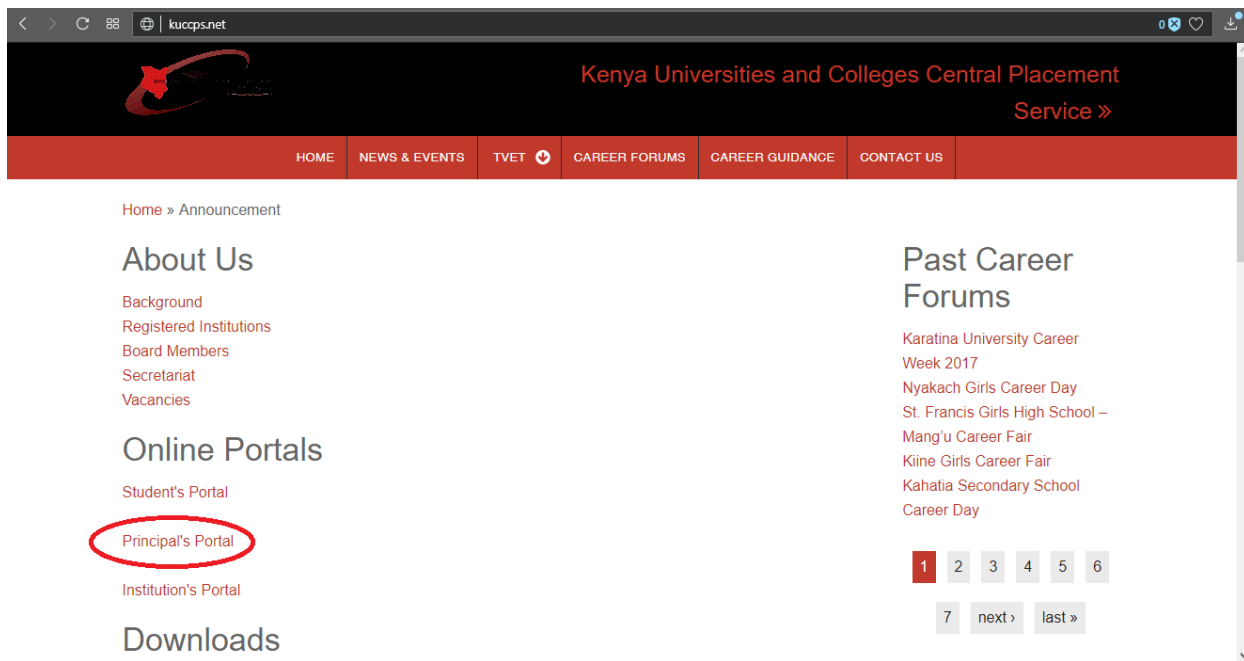
The Placement Service, in consultation with stakeholders, has revised the criteria for placement of candidates to degree and TVET courses. The revised criteria and other relevant guiding information such as degree and TVET courses available per university and college, similar programmes and previous cut-off points (where applicable) may be accessed through the Placement Service website www.kuccps.ac.ke or the manuals under the 'Resources' tab on the portal.

Enquiries may also be made via email to info@kuccps.ac.ke or by calling 020 513 7400 / 0723 954 927 / 0734 879 662.

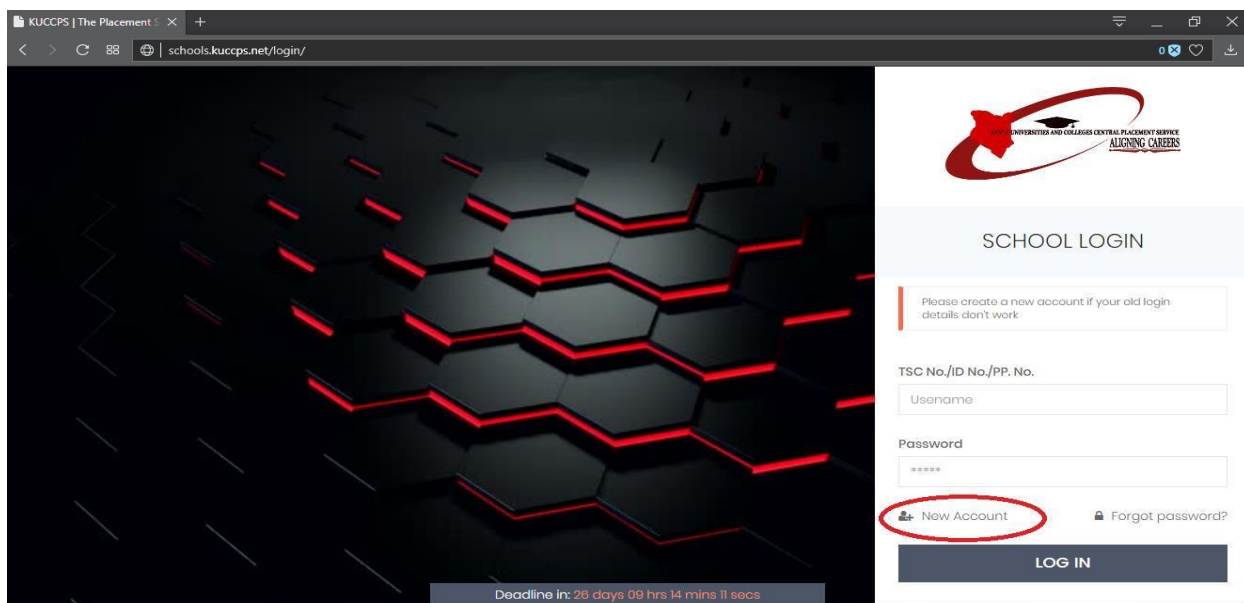
PLEASE NOTE THE APPLICATION DATES CAREFULLY.

2. APPLICATION

The Centre/School application can only be submitted by the Principal not individual students. It is important that Principals/schools apply for student for placement to Universities or Colleges. The Principal can access the Placement Service Portal through: <http://schools.kuccps.net/> or by visiting the Placement Service website: <http://kuccps.net> and clicking on the link marked **Principal's Portal**.

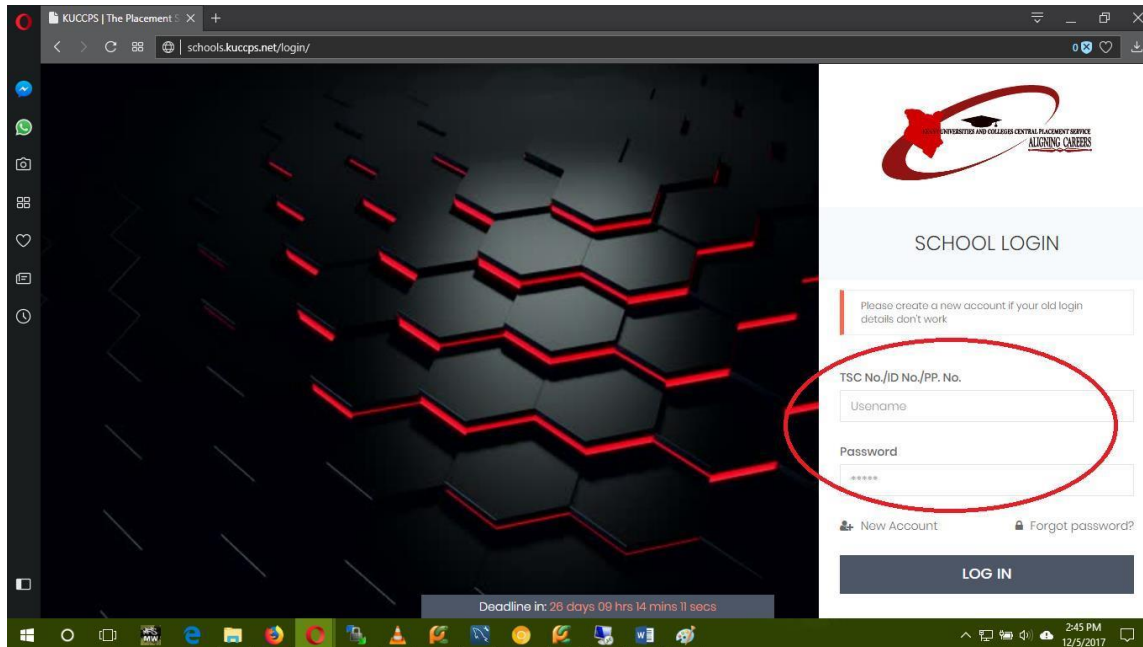


All schools/centers are supposed to create a new account, kindly click on 'New Account' link and fill in the relevant verification details to create the new account.

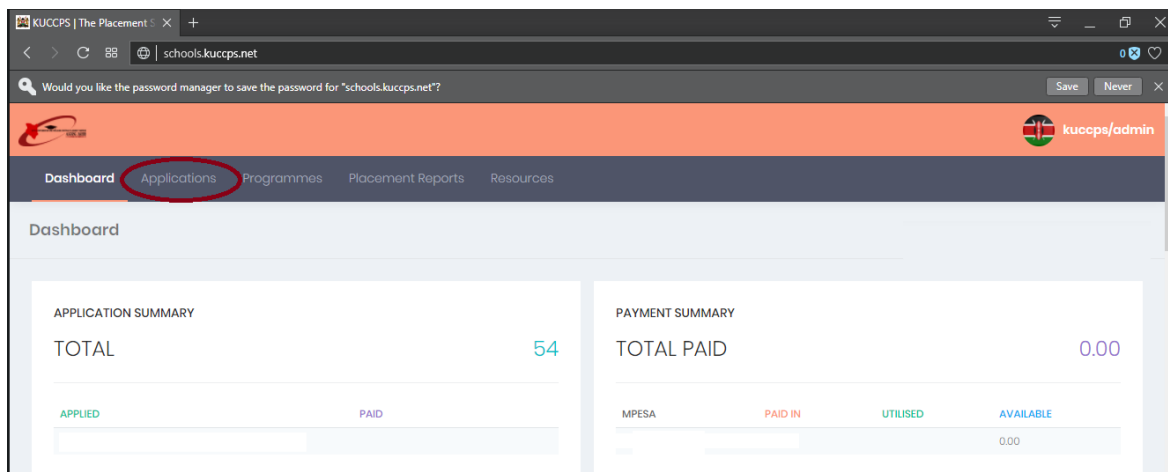


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Log in with the registered credentials.

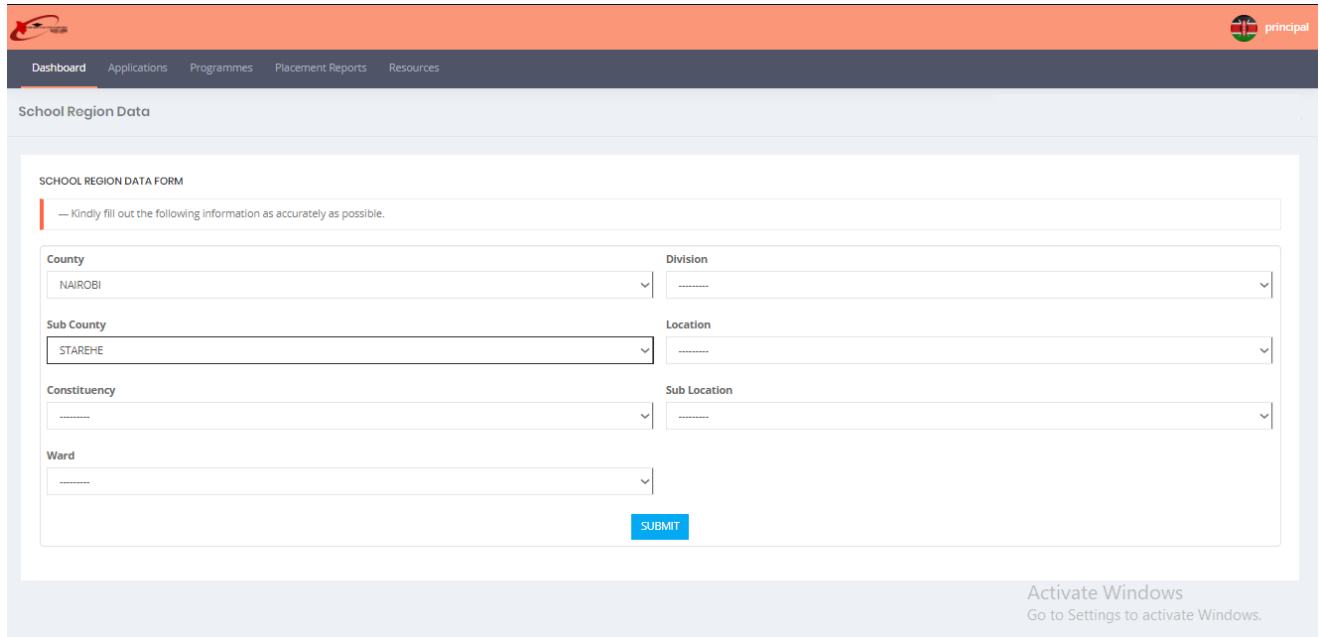


Move to the 'Applications' tab.



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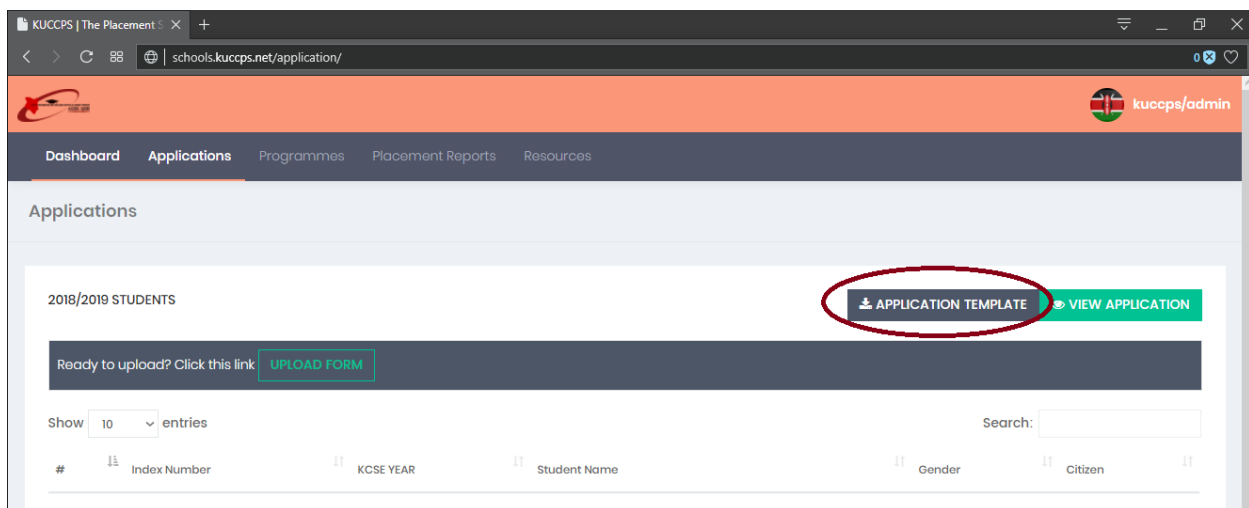
Fill in the School Location and Contact information.



The screenshot shows the 'School Region Data' form. At the top, there is a navigation bar with 'Dashboard', 'Applications', 'Programmes', 'Placement Reports', and 'Resources'. The user is logged in as 'principal'. The form title is 'SCHOOL REGION DATA FORM' and it includes a note: '— Kindly fill out the following information as accurately as possible.' The form contains several dropdown menus: 'County' (selected: NAIROBI), 'Division', 'Sub County' (selected: STAREHE), 'Location', 'Constituency', 'Sub Location', and 'Ward'. A blue 'SUBMIT' button is located at the bottom right of the form. An 'Activate Windows' watermark is visible in the bottom right corner of the page.

Click the 'Application Template' button.

This will download the excel workbook we expect you to populate with the student's choices (7-digit Programme Codes NOT Programme Names).



The screenshot shows the 'Applications' page in the KUCPCS system. The user is logged in as 'kucps/admin'. The page title is 'Applications'. Under the heading '2018/2019 STUDENTS', there are two buttons: 'APPLICATION TEMPLATE' (circled in red) and 'VIEW APPLICATION'. Below this, there is a section for uploading forms: 'Ready to upload? Click this link' followed by an 'UPLOAD FORM' button. At the bottom, there is a table with columns: '#', 'Index Number', 'KCSE YEAR', 'Student Name', 'Gender', and 'Citizen'. A search bar is also present.

a) Filling and saving the template

The student has 18 choices open to them,

1. 6 Degree options (1a, 1b, 1c, 2, 3, 4)
2. 4 Diploma options (1,2,3,4).
3. 4 Craft Certificate options (1,2,3,4)
4. 4 Artisan Certificate options (1,2,3,4).

The Student is allowed to apply for either any combination of or all levels, but they should be in the appropriate fields, i.e. no Diploma Codes in the Degree area or vice versa, these choices will

be disregarded.

The student should only apply for programmes they will be comfortable pursuing if they are placed to them. **No field is mandatory.**

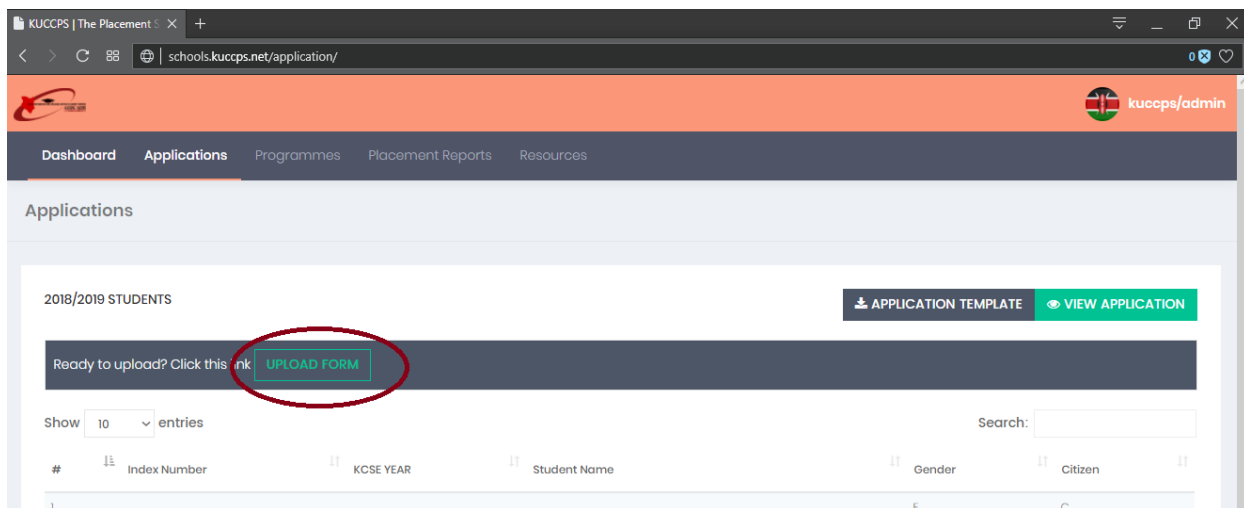
If a student will not be applying, do not enter anything in the fields, leave the choice cells blank and only fill the contact details.

Choices 1a-1c should be the same programme in different institutions, in cases where the programme only exists in one or two institution/s please enter only the one/s available and skip the other. Do NOT fill the gap with another unrelated option as it will be disregarded at upload.

Once the file is fully populated, save it as an **Excel Workbook (.xlsx)** any other format will be rejected.

b) Uploading the filled in template

On the portal, under application, click on 'Upload Form' and submit.



Once uploaded, the system will generate a report on the same page, please ensure the details appearing there are correct, i.e. only the ones who paid and are making applications are marked, once you submit the form, you will not be able to change the students who will be allocated the funds.

Any programme codes highlighted in pink are erroneous and should be corrected.

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1. You have successfully uploaded your school list as shown below. Refer to the key for details.
 2. Enter you MPESA Transactions as indicated in Application Fees to your right
 3. Confirm the applications uploaded
 4. Click 'Apply Payment' for each of your payments to pay for the students. This can not be undone.
 5. The Payment field for the students will reflect 'true' and also change colour
 6. Scroll down and click on 'SAVE APPLICATION'

KEY:
 null - No data was submitted for this field
 Green Background - Programme code exists
 Yellow Background - Programme code does not exists and will not be saved

STUDENT DATA					DEGREE APPLICATION					DIPLOMA APPLICATION					FEE	PAYED
#	Student ID	Student Name	Mobile	Email	1a	1b	1c	2	3	4	1	2	3	4		
1			null	null	1223423	null	null	null	null	null	null	null	null	null	500	true
2			null	null	null	null	null	null	null	null	null	null	null	null	0	true
3			null	null	null	null	null	null	null	null	null	null	null	null	0	true
4			null	null	234234	null	null	null	null	null	null	null	null	null	500	true

Correct the excel sheet as necessary and re-upload until the report is flawless.

Once satisfied the report is representative of the intended upload, check the payment requirement and make the payment.

INVOICE #2017/

HOW TO SAVE APPLICATION

1. You have successfully uploaded your school list as shown below. Refer to the key for details.
 2. Enter you MPESA Transactions as indicated in Application Fees to your right
 3. Confirm the applications uploaded
 4. Click 'Apply Payment' for each of your payments to pay for the students. This can not be undone.
 5. The Payment field for the students will reflect 'true' and also change colour
 6. Scroll down and click on 'SAVE APPLICATION'

KEY:
 null - No data was submitted for this field
 Green Background - Programme code exists
 Yellow Background - Programme code does not exists and will not be saved

TOTAL APPLICATION FEES
 KShs 4,000

Pay the application fees to Paybill 820201 and A/C No. .
 Enter you MPESA Transaction Code Below. If you have more than one, enter all of them separated by a comma e.g XXXXXXX,YYYYYYYY,ZZZZZZZ

MPESA TRANSACTION CODE(S)

c) Paying for the Applicants

All payments are made via Mpesa Paybill for the whole amount for the number of applicants, the details are as detailed below:

- **Business Number:** 820201
- **Account:** 8-digit Center Code
- **Amount:** (500*Number of Applicants)

d) Finalising

Once you have paid enter the Mpesa transaction code in the field provided and 'Apply' the payment, this will assign the funds to the students with choices.

TOTAL APPLICATION FEES
KShs 4,000

Pay the application fees to Paybill 820201 and A/C No. Enter you MPESA Transaction Code Below. If you have more than one, enter all of them separated by a comma e.g XXXXXX, YYYYYY, ZZZZZZ

MPESA CODE	AVAILABLE AMOUNT	MPESA TRANSACTION CODE(S)
LK19AWIQZX	0	XXXXXXXXXXXXXXXXXXXX

STUDENT DATA

#	Student ID	Student Name	Mobile	Email	DEGREE APPLICATION				DIPLOMA APPLICATION				FEE	PAID	
					1a	1b	1c	2	3	4	1	2			3
1			null	null	1223423	null	null	null	null	null	null	null	null	500	true
2			null	null	null	null	null	null	null	null	null	null	null	0	true
3			null	null	null	null	null	null	null	null	null	null	null	0	true
4			null	null	234234	null	null	null	null	null	null	null	null	500	true

Click 'Save Application' to commit the choices.

Please note you will not be able to change allocation for student funds after saving, so be certain before submitting.

41			null	null	null	null	null	null	null	null	null	null	null	0	true
42			null	null	null	null	null	null	null	null	null	null	null	0	false
43			null	null	null	null	null	null	null	null	null	null	null	0	false
44			null	null	null	null	null	null	null	null	null	null	null	0	true
45			null	null	null	null	null	null	null	null	null	null	null	0	true
46			null	null	null	null	null	null	null	null	null	null	null	0	true
47			null	null	null	null	null	null	null	null	null	null	null	0	true
48			null	null	null	null	null	null	null	null	null	null	null	0	true
49			null	null	null	null	null	null	null	null	null	null	null	0	true
50			null	null	null	null	null	null	null	null	null	null	null	0	true
51			null	null	null	null	null	null	null	null	null	null	null	0	true
52			null	null	null	null	null	null	null	null	null	null	null	0	false
53			null	null	null	null	null	null	null	null	null	null	null	0	false
54			null	null	null	null	null	null	null	null	null	null	null	0	false

SAVE APPLICATION

VIEW SAVED APPLICATION

Deadline in: 26 days 09 Hrs 50 mins 51 secs

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Visit the Dashboard at any time to view the current application.

The screenshot shows the KUCPCS Dashboard with the following data:

APPLICATION SUMMARY	
TOTAL	54
APPLIED	48
PAID	48

PAYMENT SUMMARY			
TOTAL PAID	24,000.00		
MPESA	PAID IN	UTILISED	AVAILABLE
	24,000.00	24,000.00	0.00

The screenshot shows a table titled 'CURRENT ACTIVE SCHOOL APPLICATION' with 19 rows of student data. The table is divided into columns for Student, Degree, Diploma, and Payment. A yellow button labeled 'APPLICATION REPORT' is visible in the top right corner of the table area.

Index Number	Year	Student Name	Gender	Degree				Diploma				Payment				
				1a	1b	1c	2	3	4	1	2	3	4	Fee	MPESA	
1	001			126336	124916	11816	126331	124917	126307						500.00	
2	002			126314	126314	11834	126316	111237							500.00	
3	003			11807	126307	124907	1058266	1068647	126316						500.00	
4	004			126316	124916	11816	126316	1249564	11572						500.00	
5	005			11807	126307	124907	126316	1087576	11572						500.00	
6	006			126314	126314	124914	1480550	111282	11302						500.00	
7	007			126316	124916	11831	126313	118568	107836						500.00	
8	008			124907	11807	126307	126316	126329	1058647						500.00	
9	009			126316	11816	124916	1249240	126316	126313						500.00	
10	010			126316	124916	11816	11573	112503	126313						500.00	
11	011			126316	124916	11816	112295	1058649	11179						500.00	
12	012			124920	126320	11820	124916	1060295	11112						500.00	
13	013			126307	124907	11807	124916	124917	11816						500.00	
14	014			124913	11131	126313	11568	126316	126314						500.00	
15	015			126313	124913	11831	126314	11129	126316						500.00	
16	016			126313	11131	124913	126316	126312	1263276						500.00	
17	017			124916	126316	11816	11227	126316	11568						500.00	
18	018			11146	126316	124916	1249244	1263234	11133						500.00	
19	019						126302	126307							500.00	11133

Once it is final, please go to the 'Dashboard' tab and click the 'Application Report' button to download the report in PDF for the Principal's Signature and stamp for submission to KUCPCS.

The screenshot shows a close-up of the 'APPLICATION REPORT' button, which is highlighted with a red circle. Below the button, the table headers for 'Diploma' and 'Payment' are visible, including columns for '1', '2', '3', '4', 'Fee', and 'MPESA'.