




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 with the address bar containing "students.kist.ac.ke". The page header features the KIST logo and the text "KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY" with "Online Admissions" in a red banner. A navigation menu on the left includes buttons for "INTRO", "APPLICATION PROCESS", "ADMISSION DOCUMENTS", "CONTACT US", and "Register for September 2020 Admission". The main content area displays "SEPTEMBER 2020 ADMISSION" and a message from the institute regarding the admission process during the COVID-19 pandemic.

Not secure | students.kist.ac.ke

CAD | YouTube | Maps | News | Other favorites

KIST
KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY
Online Admissions

INTRO ■

APPLICATION PROCESS

ADMISSION DOCUMENTS

CONTACT US

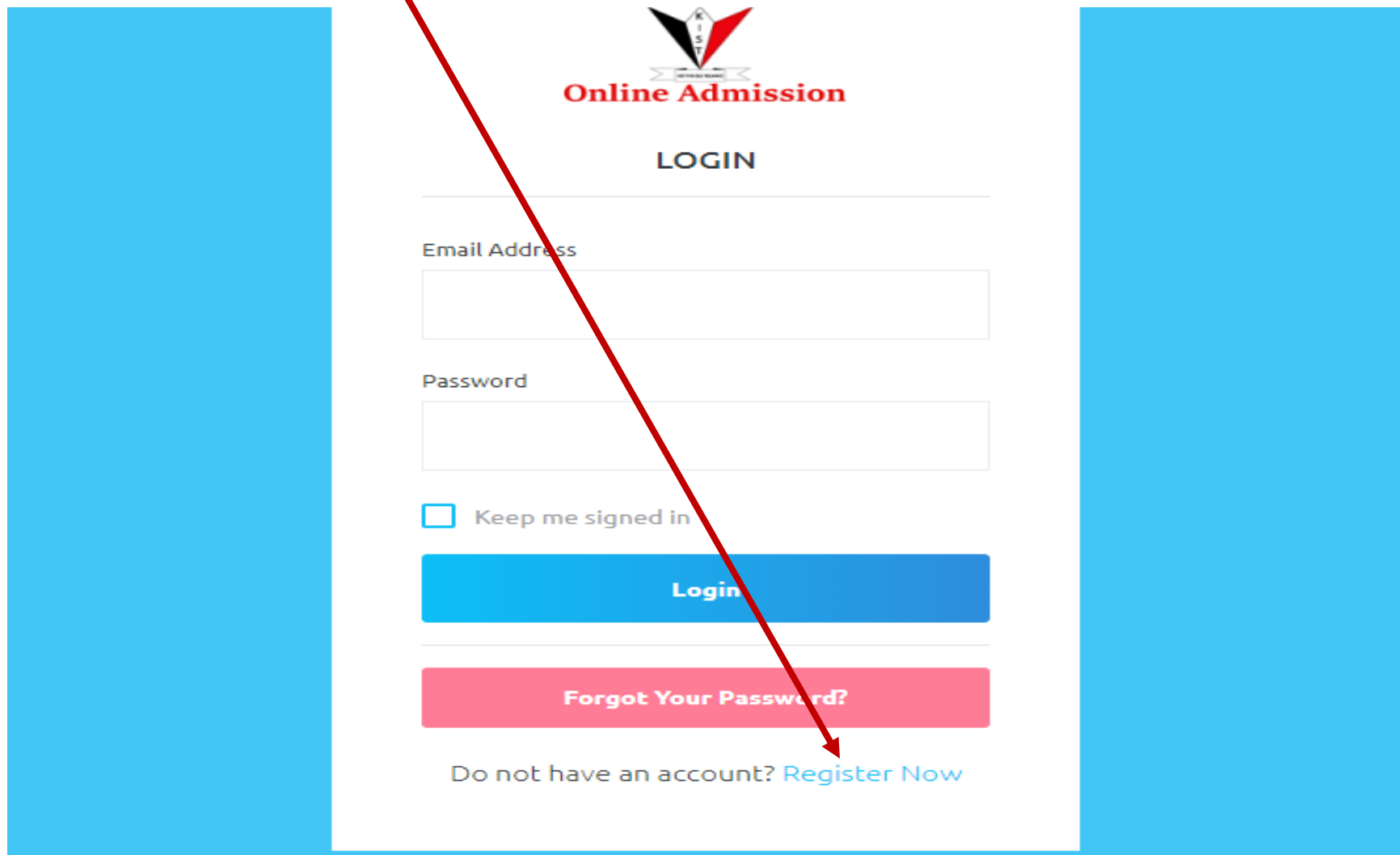
Register for September 2020 Admission

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.

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

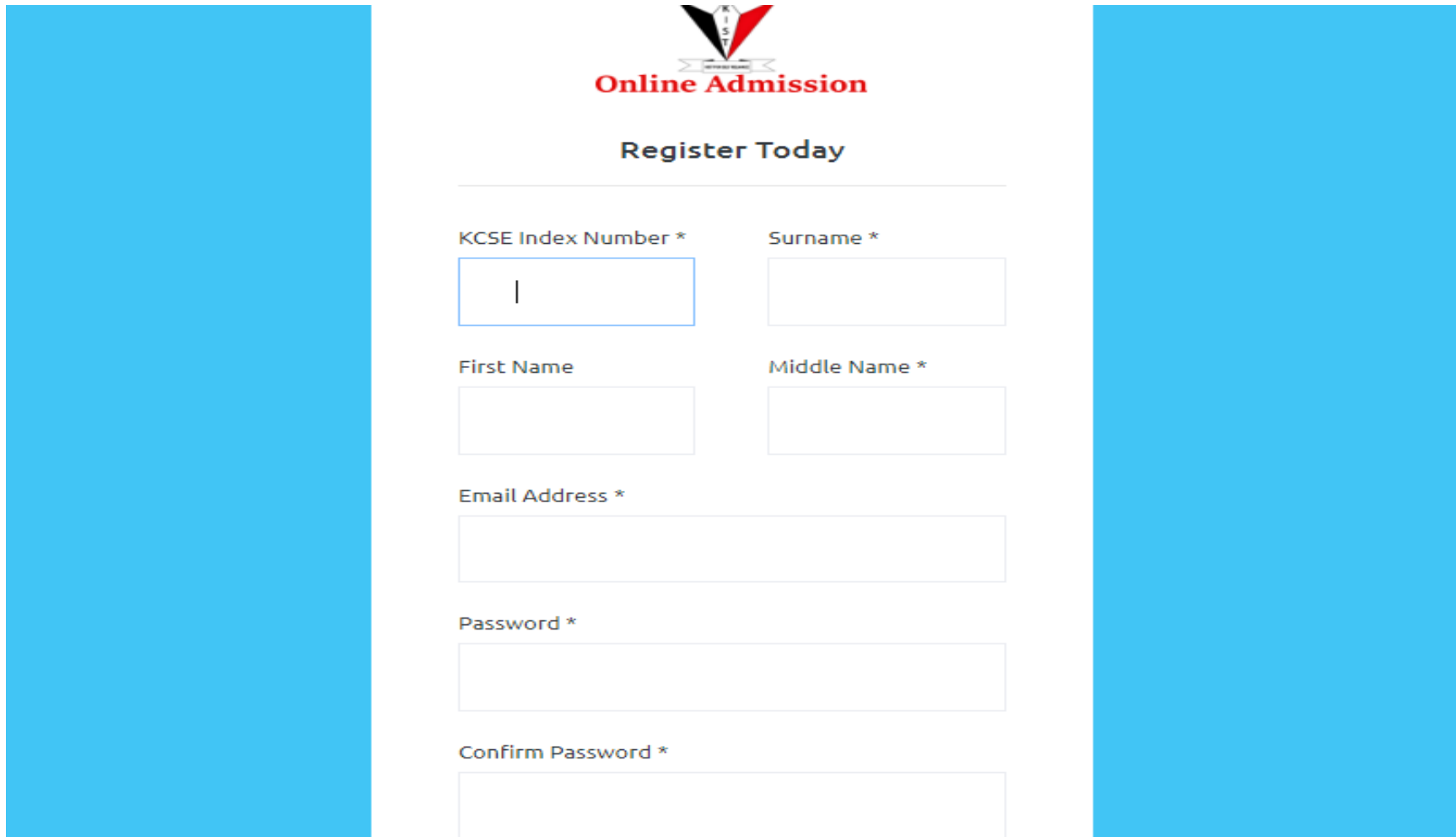
Login

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



The registration form is centered on a white background, flanked by two vertical blue bars. At the top center is the logo for 'Online Admission', which features a stylized 'KIS' emblem with a red and black triangle above it. Below the logo, the text 'Online Admission' is written in red, and 'Register Today' is written in black. A horizontal line separates the header from the form fields. The form consists of several input fields: 'KCSE Index Number *' with a single character 'I' in the box; 'Surname *' with an empty box; 'First Name' with an empty box; 'Middle Name *' with an empty box; 'Email Address *' with a wide empty box; 'Password *' with an empty box; and 'Confirm Password *' with an empty box.

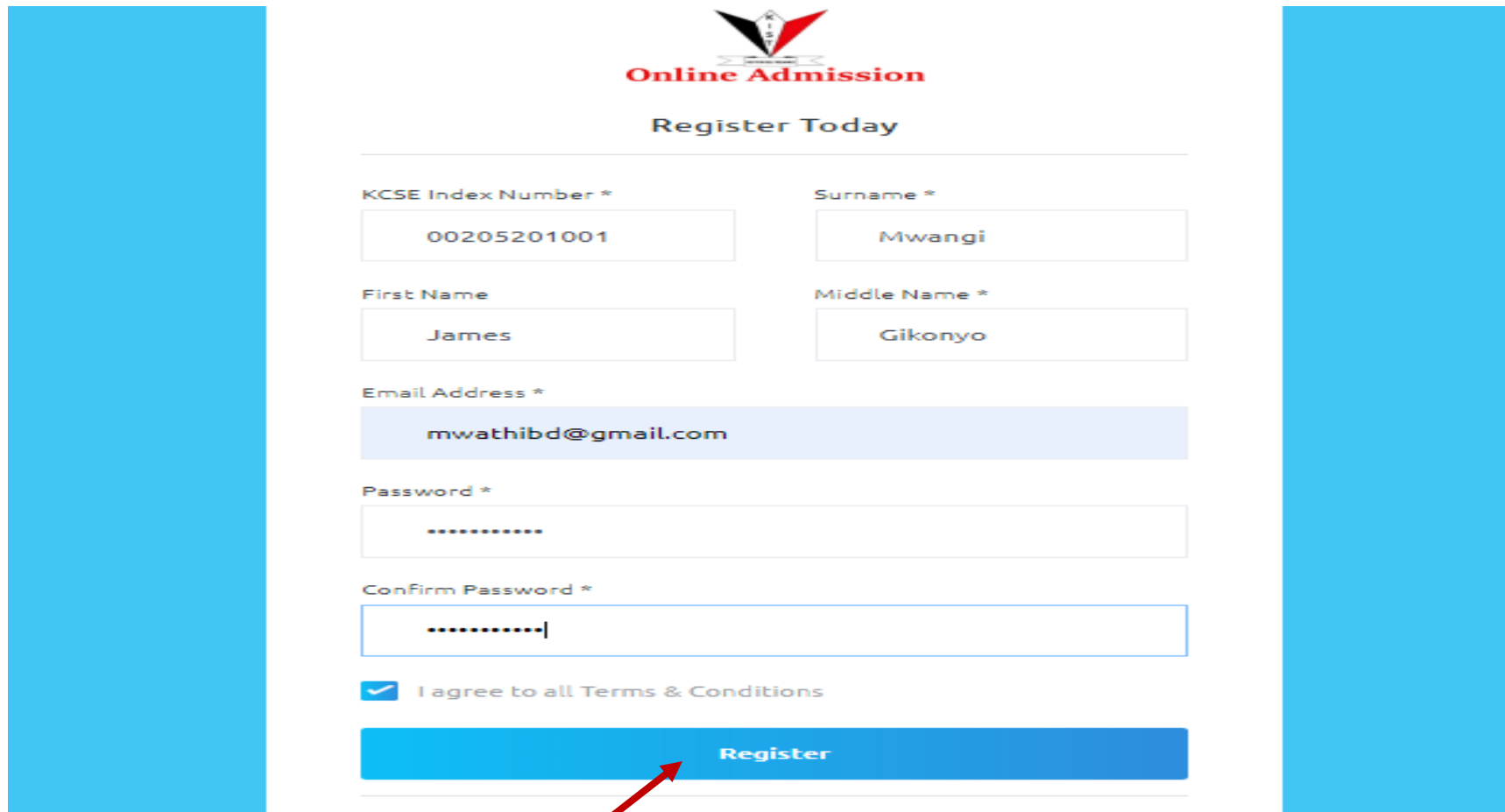

Online Admission
Register Today

KCSE Index Number *	Surname *
<input type="text" value="I"/>	<input type="text"/>
First Name	Middle Name *
<input type="text"/>	<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



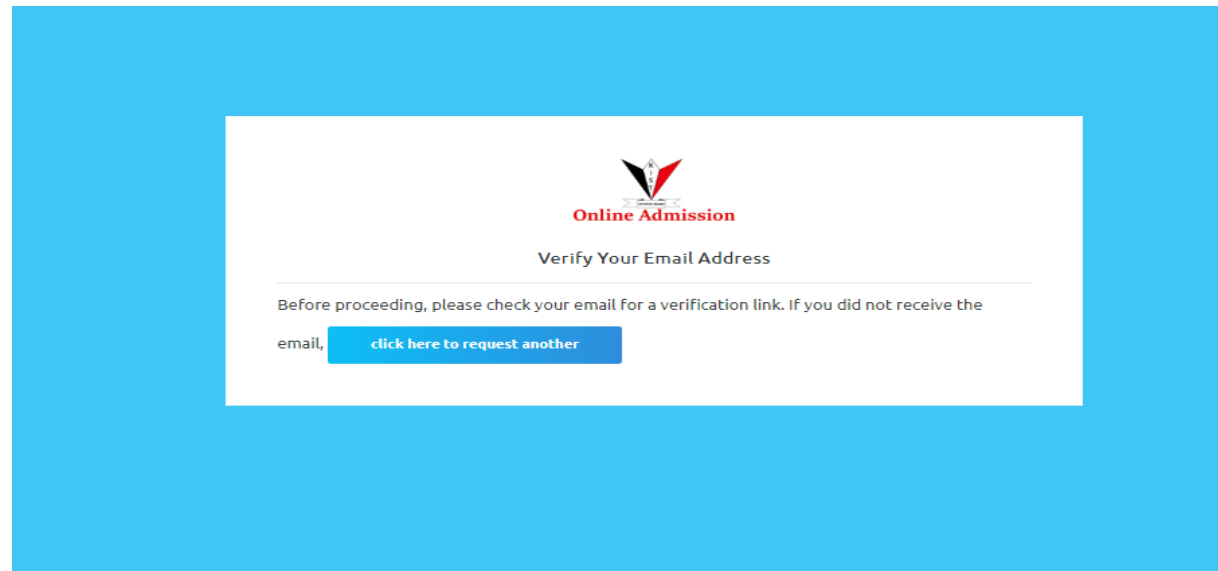
The image shows a registration form for 'Online Admission' with the following fields and values:

- KCSE Index Number ***: 00205201001
- Surname ***: Mwangi
- First Name**: James
- Middle Name ***: Gikonyo
- Email Address ***: mwathibd@gmail.com
- Password ***: [Redacted]
- ConFirm Password ***: [Redacted]
- I agree to all Terms & Conditions
- Register** button

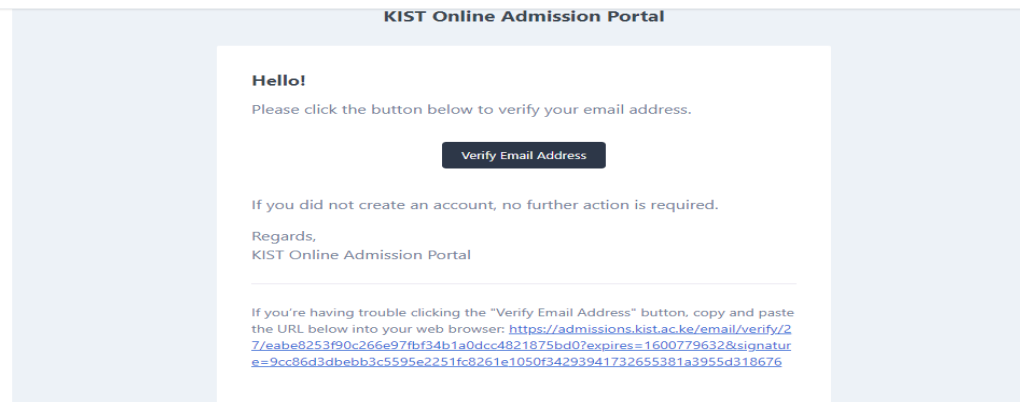
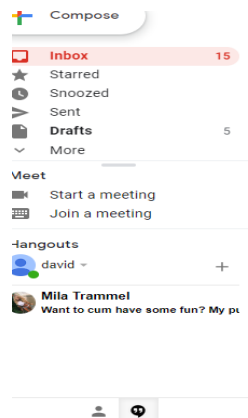
A red arrow points from the bottom of the page to the 'Register' button.

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

The following page will appear

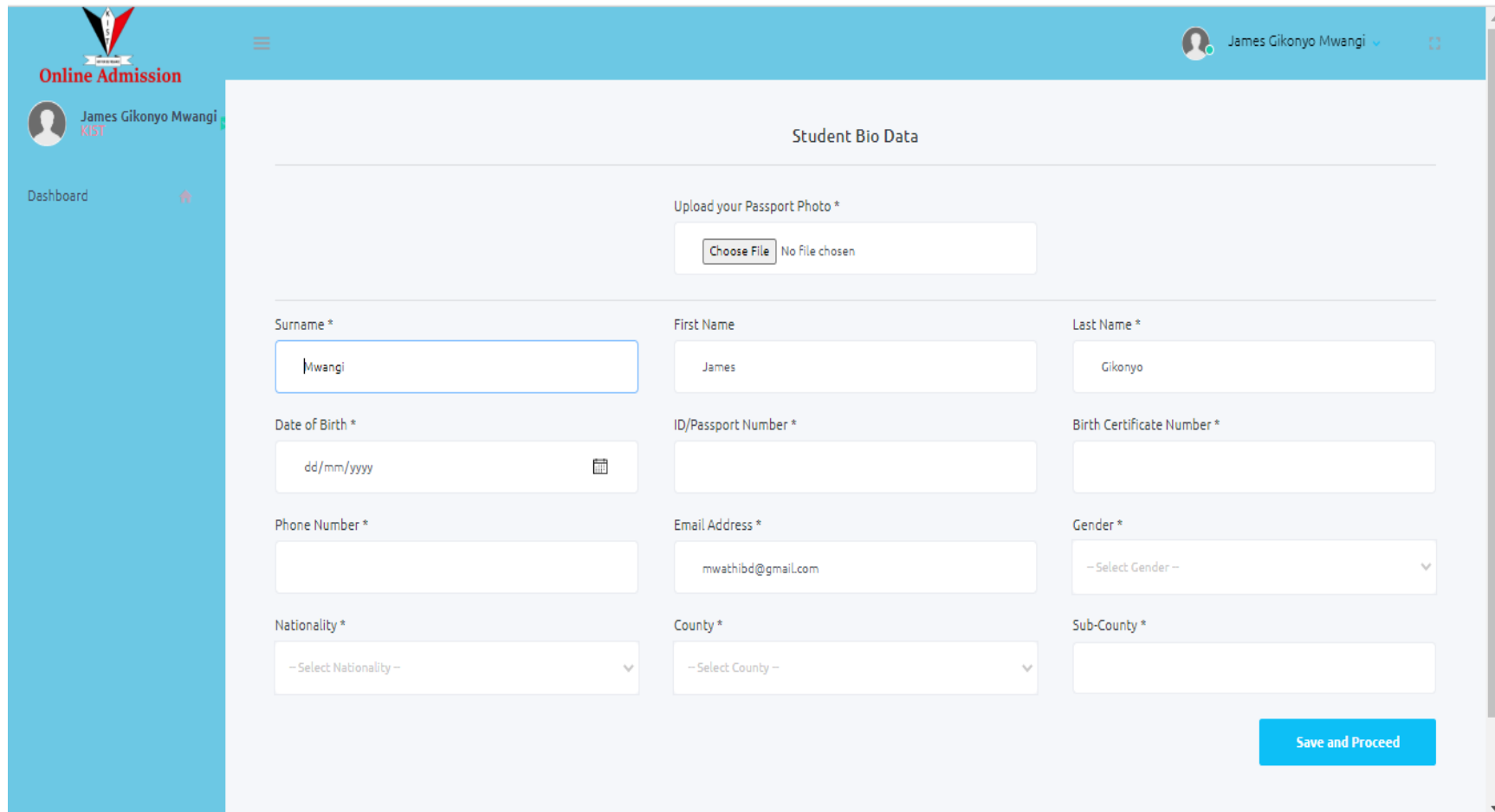


- ✓ The window above shows you that a verification link has been sent to you email,
- ✓ Log in to your email account and click on the verification link from the **inbox folder** if you don't find it check in the **spam folder** or [click here to request](#)



Students Bio Data form

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



The screenshot shows a web interface for 'Online Admission' with a user profile for James Gikonyo Mwangi. The main content area is titled 'Student Bio Data' and contains a form with the following fields:

- Upload your Passport Photo ***: A file upload area with a 'Choose File' button and the text 'No file chosen'.
- Surname ***: Text input field containing 'Mwangi'.
- First Name**: Text input field containing 'James'.
- Last Name ***: Text input field containing 'Gikonyo'.
- Date of Birth ***: Date picker field showing 'dd/mm/yyyy'.
- ID/Passport Number ***: Empty text input field.
- Birth Certificate Number ***: Empty text input field.
- Phone Number ***: Empty text input field.
- Email Address ***: Text input field containing 'mwathbd@gmail.com'.
- Gender ***: Dropdown menu with the option '-- Select Gender --'.
- Nationality ***: Dropdown menu with the option '-- Select Nationality --'.
- County ***: Dropdown menu with the option '-- Select County --'.
- Sub-County ***: Empty text input field.

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

Fill in the empty fields in the form as guided below

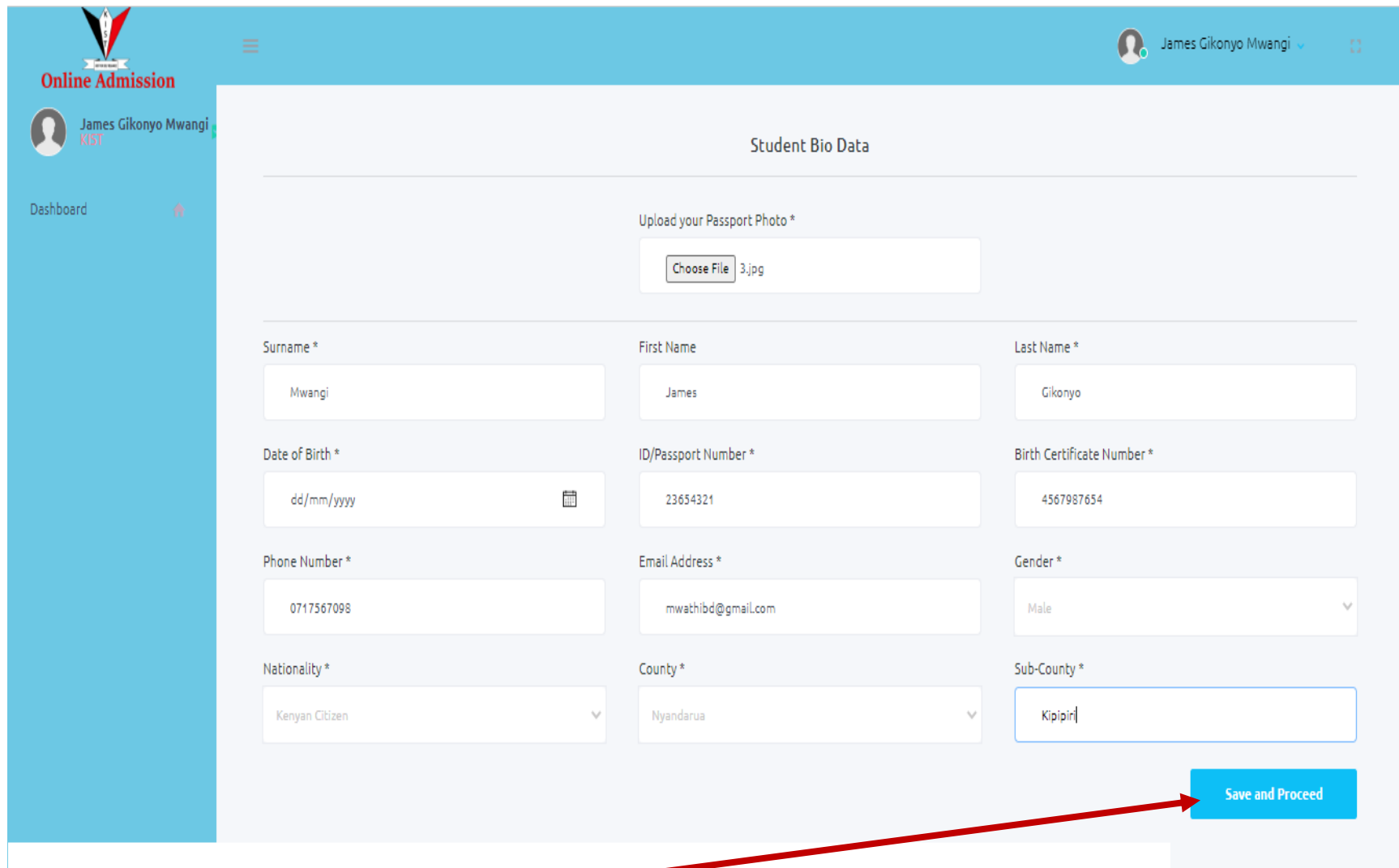
N.B: Do not repeat the details filled during registration, i.e. (surname, first name, middle name, email address).

- ✓ 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 the 'Student Bio Data' form in the 'Online Admission' system. The user is James Gikonyo Mwangi. The form contains the following fields:

Field	Value
Upload your Passport Photo *	Choose File 3.jpg
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 *	mwathibd@gmail.com
Gender *	Male
Nationality *	Kenyan Citizen
County *	Nyandarua
Sub-County *	Kipipir

A red arrow points to the 'Save and Proceed' button at the bottom right of the form.

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 KCPE Certificate by clicking on **Browse** and access the certificate from your device

Education Details

KCPE Year *	KCPE Index Number *	KCPE Grade *
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
KCPE Certificate *	Primary School Attended *	
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	
KCSE Year *	KCSE Index Number *	KCSE Grade *
<input type="text"/>	<input type="text" value="00205201001"/>	<input type="text"/>
KCSE Certificate *	Secondary School Attended *	
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	

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' form in the 'Online Admission' system. The form is organized into two main sections: KCPE and KCSE. Each section contains three input fields: Year, Index Number, and Grade. Additionally, there are fields for the Certificate (with a 'Choose File' button) and the School Attended. A blue 'Save and Proceed' button is located at the bottom right of the form area. A red arrow points from the bottom of the page towards this button.

Field	Value
KCPE Year *	2010
KCPE Index Number *	205201001
KCPE Grade *	452
KCPE Certificate *	CERTIFICATE.pdf
Primary School Attended *	Kiambu Township Primary School
KCSE Year *	2019
KCSE Index Number *	00205201001
KCSE Grade *	C
KCSE Certificate *	CERTIFICATE.pdf
Secondary School Attended *	Kanunga High School

Save and Proceed

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

Parents/Guardian Details

Fill in the Parents/Guardian Details in the form provided

The screenshot shows a web interface for 'Online Admission' at KIST. The user is logged in as James Gikonyo Mwangi. The main content area is titled 'Parent/Guardian Details' and contains a form with the following fields:

- Full Name * (text input)
- Gender * (dropdown menu with "--Select Gender--")
- Role * (dropdown menu with "--Select Role--")
- Occupation * (text input)
- ID/Passport Number * (text input)
- Phone Number * (text input)
- Nationality * (dropdown menu with "--Select Nationality--")
- County * (dropdown menu with "--Select County--")
- Sub-County * (text input)

At the bottom right of the form, there is a status message: "0/3 added. You need to add at least 1" and a blue button labeled "Save and Proceed".

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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

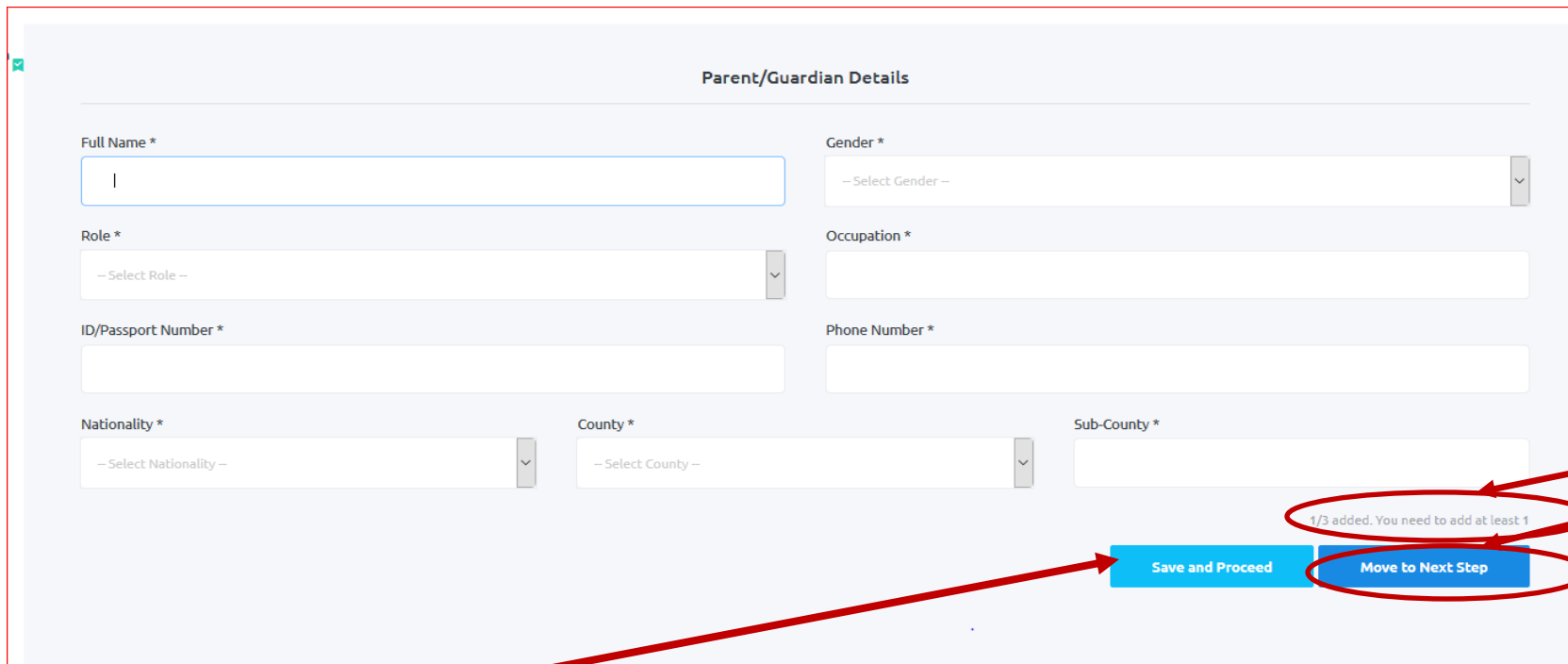
<p>Full Name *</p> <input type="text" value="Richard Lesiyampe Korir"/>	<p>Gender *</p> <input type="text" value="Male"/>	
<p>Role *</p> <input type="text" value="Father"/>	<p>Occupation *</p> <input type="text" value="Business"/>	
<p>ID/Passport Number *</p> <input type="text" value="23456789"/>	<p>Phone Number *</p> <input type="text" value="0734567890"/>	
<p>Nationality *</p> <input type="text" value="Kenyan Citizen"/>	<p>County *</p> <input type="text" value="Isiolo"/>	<p>Sub-County *</p> <input type="text" value="Texas"/>

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

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 and controls:

- Full Name ***: A text input field containing a vertical bar cursor.
- Gender ***: A dropdown menu with the text "-- Select Gender --".
- Role ***: A dropdown menu with the text "-- Select Role --".
- Occupation ***: A text input field.
- ID/Passport Number ***: A text input field.
- Phone Number ***: A text input field.
- Nationality ***: A dropdown menu with the text "-- Select Nationality --".
- County ***: A dropdown menu with the text "-- Select County --".
- Sub-County ***: A text input field.

At the bottom right, there are two buttons: "Save and Proceed" and "Move to Next Step". A red arrow points from the "Save and Proceed" button to the text below. A red circle highlights the "Move to Next Step" button, with another red arrow pointing to it from the text below. A small error message "1/3 added. You need to add at least 1" is visible above the "Move to Next Step" button.

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

The screenshot shows a web interface for 'Online Admission' with a user profile for James Gikonyo Mwangi. The main content area is titled 'Parent/Guardian Details' and contains a form with the following fields:

- Full Name * (text input)
- Gender * (dropdown menu, currently showing "-- Select Gender --")
- Role * (dropdown menu, currently showing "-- Select Role --")
- Occupation * (text input)
- ID/Passport Number * (text input)
- Phone Number * (text input)
- Nationality * (dropdown menu, currently showing "-- Select Nationality --")
- County * (dropdown menu, currently showing "-- Select County --")
- Sub-County * (text input)

At the bottom right of the form, there is a status message: "1/3 added. You need to add at least 1". Below this are two buttons: "Save and Proceed" and "Move to Next Step".

A red circle highlights a button labeled "Edit David Kamau Kimani" located at the bottom left of the form area. A red arrow points from the left towards this button.

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 and 'Online Admission' text on the left, and a user profile for 'James Gikonyo Mwangi' on the right. A sidebar on the left contains a 'Dashboard' link. The main content area is titled 'Academic Documents' and contains seven file upload fields, each with a 'Choose File' button and the text 'No file chosen'. The fields are for: '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 *', and 'Scanned Copy of Filled KIST declaration form *'. At the bottom of the form is a large blue button labeled 'Upload and Complete Application'.

Online Admission

James Gikonyo Mwangi

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

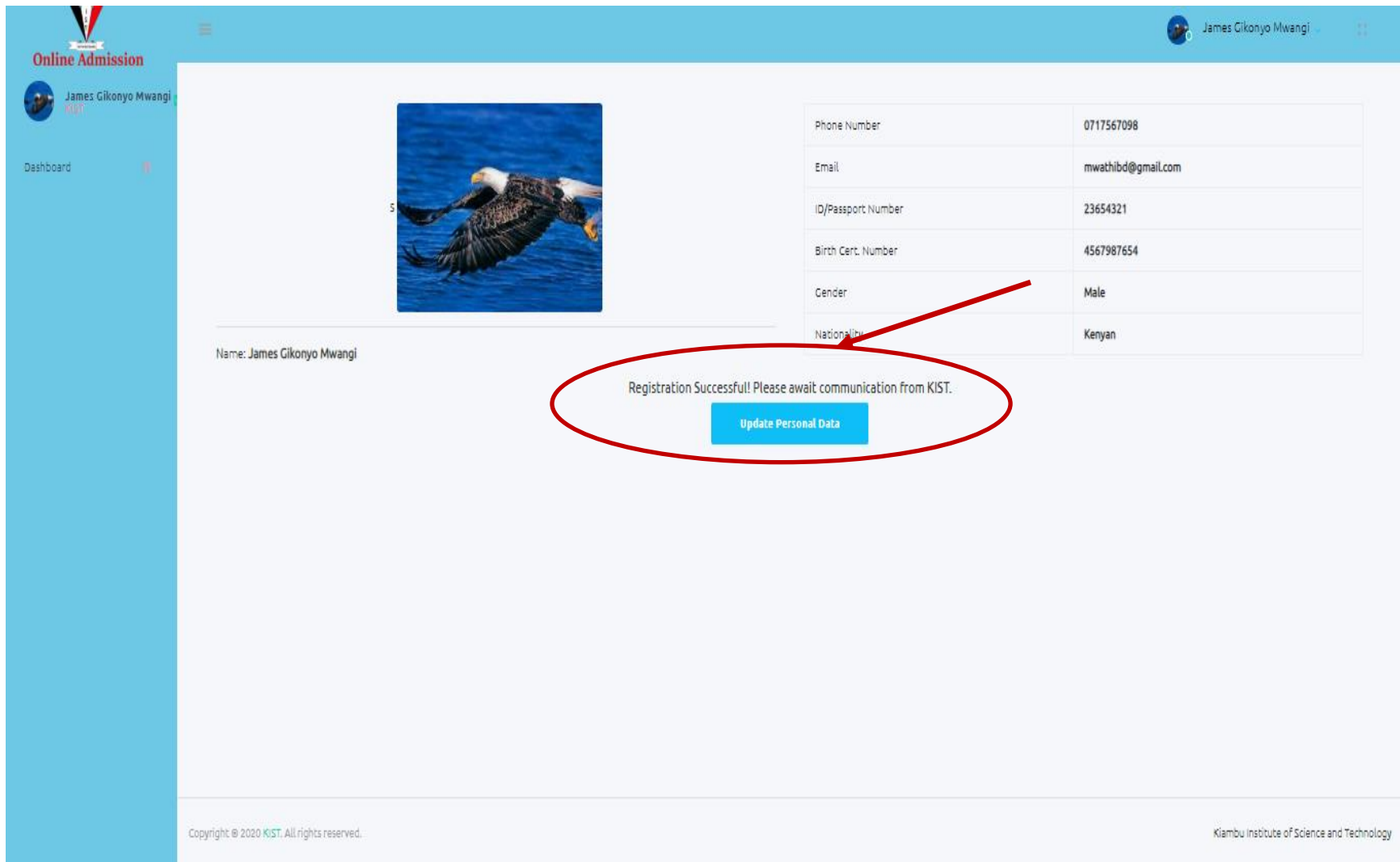
Scanned Copy of Filled KIST declaration form *

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 your can update your details using the [update personal data](#) or screenshot the admission card n keep it for future reference



The screenshot displays the 'Online Admission' dashboard for James Gikonyo Mwangi. The dashboard includes a navigation menu on the left with 'Dashboard' and a profile section. The main content area features a placeholder image of an eagle, the user's name, and a table of personal data. A red circle highlights the 'Registration Successful! Please await communication from KIST.' message and the 'Update Personal Data' button. A red arrow points from the 'Update Personal Data' button to the 'Nationality' field in the table.

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

Registration Successful! Please await communication from KIST.

[Update Personal Data](#)

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