



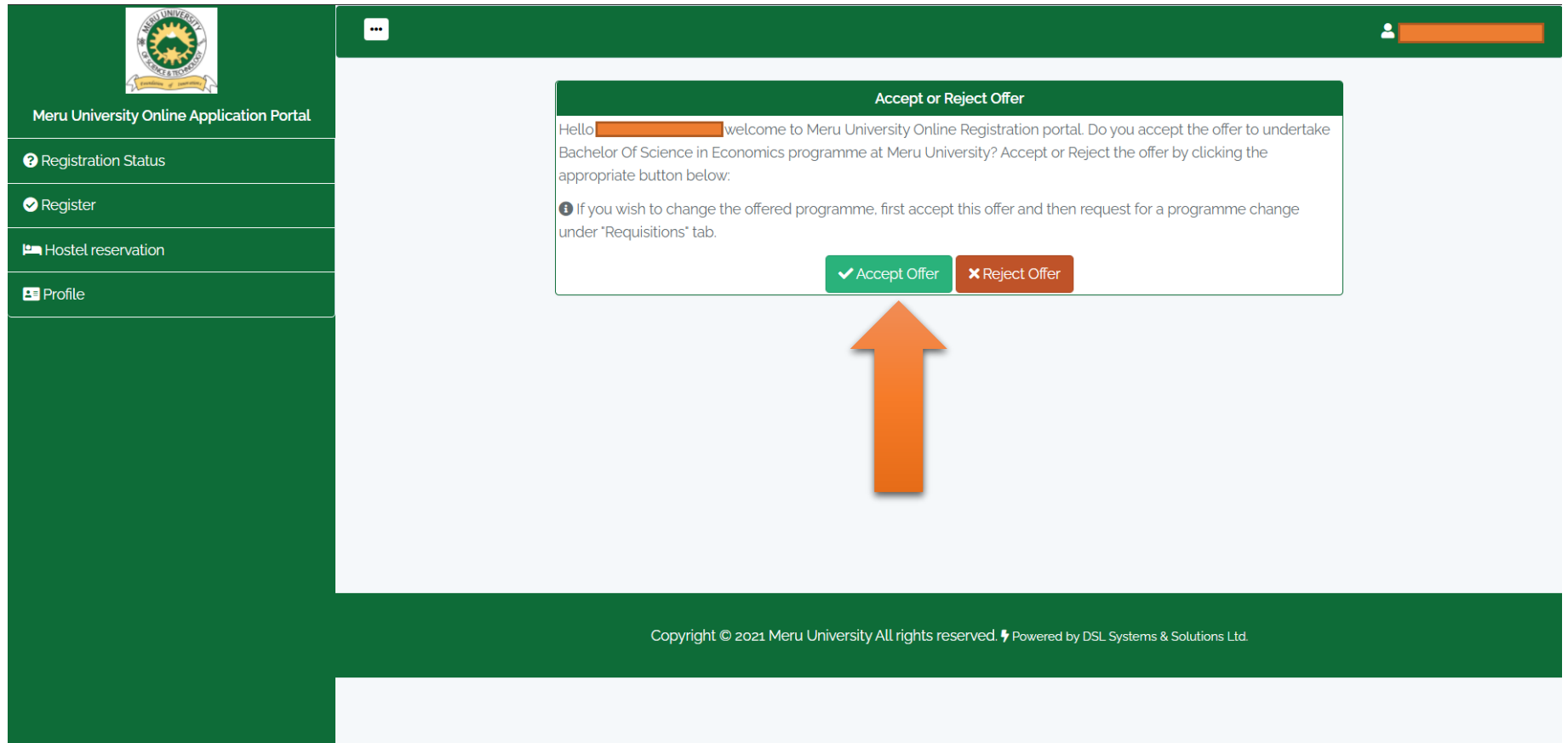
Meru University of Science & Technology

User Manual for Downloading admission letter and other admission documents – August 2021

August-September 2021

User Manual for Downloading admission letter and other admission documents

- 1) Access the admissions portal via <https://admission.must.ac.ke/> and proceed to Government Sponsored Students (KUCCPS) Login.
You login using your full index number (Index number/Exam year), and you will be directed to the page below where you will accept the offer for the course.



The screenshot displays the Meru University Online Application Portal interface. On the left, a dark green sidebar contains the university logo and navigation links: 'Meru University Online Application Portal', 'Registration Status', 'Register', 'Hostel reservation', and 'Profile'. The main content area features a white dialog box titled 'Accept or Reject Offer'. The dialog text reads: 'Hello [redacted] welcome to Meru University Online Registration portal. Do you accept the offer to undertake Bachelor Of Science in Economics programme at Meru University? Accept or Reject the offer by clicking the appropriate button below.' Below the text is a note: 'If you wish to change the offered programme, first accept this offer and then request for a programme change under 'Requisitions' tab.' At the bottom of the dialog are two buttons: a green 'Accept Offer' button and a red 'Reject Offer' button. A large orange arrow points upwards towards the 'Accept Offer' button. The footer of the page contains the text: 'Copyright © 2021 Meru University All rights reserved. Powered by DSL Systems & Solutions Ltd.'

2) After accepting the offer, you will fill in information for section one which is your Bio-Data. *See below screenshot.*

Meru University Online Application Portal

Registration Status

Register

Hostel reservation

Profile

The university requires you to update your details before you can access any other services. Please submit your details as required here.

Section 1 of 6 - Bio-Data (Part 1)


Surname	Other names	Gender	Email
<input type="text"/>	<input type="text"/>	Male	<input type="text" value="e.g aa@gmail.com"/>
Phone Number	Date of Birth	Birth Certificate Number	Scanned Birth Certificate
<input type="text" value="e.g 0712345678"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
Religion	Home Address box (P.O BOX)	Home Address code	Home Address town
--Select--	<input type="text" value="e.g 123"/>	<input type="text" value="e.g 00100"/>	<input type="text" value="e.g Nairobi"/>
Physically impaired?	Passport photo (Maximum size = 2 MB)		
Select	<input type="button" value="Choose File"/> No file chosen		
Place of birth details			
County	Sub County	Location	Village/nearest town
--Select--	<input type="text" value="Sub county"/>	<input type="text" value="location"/>	<input type="text" value="village"/>

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And then after you have completed all data boxes you will click on save and continue button labelled in color blue.

Physically impaired?

Passport photo (Maximum size - 2 MB)
 App2.jpg



Place of birth details

County Sub County Location Village/nearest town

Name of chief Nearest police station

Section 2 of 6 - Bio-Data (Part 2)

Section 3 of 6 - Academic qualifications / Attachments

3) You need to feed correct data for section two Bio-data as shown below.

The screenshot shows a web interface for a hostel reservation system. On the left is a dark green sidebar with 'Hostel reservation' and 'Profile' options. The main content area is titled 'Section 2 of 6 - Bio-Data (Part 2)'. It contains three sections:

- a) Marital details:** Includes a dropdown for 'Marital Status' (currently '--Select--') and a text input for 'Number of Children (if any)' (containing 'e.g 3').
- b) Parent details:** Includes dropdowns for 'Status of father' (currently '--Select--') and 'Status of mother' (currently '--Select--').
- c) Siblings details:** Includes a text input for 'Number of siblings (If any)' (containing 'e.g 6').

At the bottom right of the form is a blue button labeled 'Save & continue'. A large orange arrow points from the right towards this button.

4) You will add at least two academic qualification in section 3 to continue.

Meru University Online Application Portal

- Registration Status
- Register
- Hostel reservation
- Profile

The university requires you to update your details before you can access any other services. Please submit your details as required here.

Section 1 of 6 - Bio-Data (Part 1) ✓

Section 2 of 6 - Bio-Data (Part 2) ✓

Section 3 of 6 - Academic qualifications / Attachments ✓

ⓘ Add at least 2 qualifications to continue.

Level/Type	Institution name	Year of completion	Total marks/Mean grade/Award
--Select--	e.g Yakwetu School		e.g 400, A or First class honors

Add Qualification ←

Section 4 of 6 - Academic Grades (KCSE/CUE Equivalent) ✓

Section 5 of 6 - Emergency Contact Persons Details ✓

Section 6 of 6 - Final Details & Submit ✓

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5) This is section 4 where you will add at least 7 subjects and there grades as shown below.

Meru University Online Application Portal

- Registration Status
- Register
- Hostel reservation
- Profile

The university requires you to update your details before you can access any other services. Please submit your details as required here.

Section 1 of 6 - Bio-Data (Part 1)

Section 2 of 6 - Bio-Data (Part 2)

Section 3 of 6 - Academic qualifications / Attachments

Section 4 of 6 - Academic Grades (KCSE/CUE Equivalent)

Add at least 7 subjects to continue.

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

Section 5 of 6 - Emergency Contact Persons Details

Section 6 of 6 - Final Details & Submit

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6) In this section 5, you will add two contacts of persons who can be reached in case of an emergency as shown below.

Profile

Section 3 of 6 - Academic qualifications / Attachments

Section 4 of 6 - Academic Grades (KCSE/CUE Equivalent)

Section 5 of 6 - Emergency Contact Persons Details

i These are the people who can be contacted incase of an emergency.

a) Emergency Contact Person 1 info

name	Relationship	Phone number	Email
<input type="text" value="MARY"/>	<input type="text" value="Sister"/>	<input type="text" value="0715454787"/>	<input type="text" value="kmkks@gmai"/>

b) Emergency Contact Person 2 info

name	Relationship	Phone number	Email
<input type="text" value="WALTER"/>	<input type="text" value="Father"/>	<input type="text" value="0758478900"/>	<input type="text" value="JOHN@YAHOO"/>

Section 6 of 6 - Final Details & Submit

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7) As shown below this is the last section where you fill in information and then click on Submit & Finish button.

Hostel reservation

Profile

Section 2 of 6 - Bio-Data (PART 2)

Section 3 of 6 - Academic qualifications / Attachments

Section 4 of 6 - Academic Grades (KCSE/CUE Equivalent)

Section 5 of 6 - Emergency Contact Persons Details

Section 6 of 6 - Final Details & Submit

Games of interest?
--Select--

Club/society of interest
--Select--


How did you hear about us?
--Select--

(optional)-Give any other information you think is useful to the University

Submit & Finish

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8) After the data entry, you will be able to see the page below, here you can access the admission letter and other mandatory documents you need to read, and take appropriate actions before admission.



Meru University Online Application Portal

- ? Registration Status
- ✔ Register
- 🏠 Hostel reservation
- 👤 Profile

✔ You have updated your details successfully, thank you. ✕

Registration status	
Your Registration status:	APPROVED
Status Description:	<p>You have now registered, uploaded identification documents, academic certificates and provided personal details as required by the university before admission.</p> <p>You are now required to download and print the admission letter, instructions to students, admission documents and fee structure of the programme you are admitted into.</p> <p style="color: red;">Please also note you are required to come with a printed copy of the admission letter, original academic certificates or results slips, original national ID or birth certificate on the reporting date.</p> <hr/> <p>Upon payment of full fees you will be automatically admitted and you will receive instructions on how to access students' portal in your email address.</p>
Admission letter:	✉ Admission letter
Other Admission documents: To be downloaded, printed , filled, scanned and upload	📄 Letter of Acceptance (Download fill,scan and upload)
Other Admission documents: To be downloaded, printed, filled and brought on the reporting date	<div style="background-color: #006633; color: white; padding: 2px 5px; margin-bottom: 2px;">📄 Student Personal details (Click here to download)</div> <div style="background-color: #006633; color: white; padding: 2px 5px; margin-bottom: 2px;">📄 Accomodation declaration form (Click here to download)</div> <div style="background-color: #006633; color: white; padding: 2px 5px; margin-bottom: 2px;">📄 Emergency Operation (Click here to download)</div> <div style="background-color: #006633; color: white; padding: 2px 5px;">📄 Regulations Declaration (Click here to download)</div>