



Meru University of Science & Technology

**ADMISSION PORTAL USER GUIDE AND MANUAL FOR
COURSE APPLICATION FOR SELF SPONSORED STUDENTS
September 2021**

MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

ADMISSION PORTAL USER GUIDE AND MANUAL FOR COURSE APPLICATION (SSP STUDENTS)

1) Access the admissions portal via <https://admission.must.ac.ke/> and proceed to Self Sponsored Students .Then click apply button as demonstrated below.

a) Self Sponsored Students

To join the Meru University as a self sponsored student, follow the steps below:

1. Decide on the programme that you want to undertake and ensure you meet the programme qualifications stated in 'Our Programmes' section.
2. Click on 'Apply' at the top of this web page or at the bottom of this section.
3. Fill in the required information in each step of the application
4. Finish the application process and submit your application.
5. Once your application is submitted successfully, you will receive an email from us indicating your application ID.
6. Pay the indicated application fee depending on the programme (find payment details below)
7. To keep track of your application status, login with the Application ID and Password sent to your email.

[Apply](#)

b) Government Sponsored Students (KUCCPS)

Follow the following steps to download your admission letter

1. First ensure you have received an invitation to our university from KUCCPS.
2. Click on 'Log in' button at the bottom of this section.
3. Enter the your KCSE INDEX number in the format **000000000/2020** and click Login
4. The first time you login, you are required to accept or reject the programme you have been offered. Accepting the offer gives you the access to other services while rejecting denies you access to any other services.
5. Enter all the required information then download the admission letter and other admission documents

[Login](#)

[Download User Guide](#)

Required Documents

To apply or register for a programme, you are required to attach the following documents:

2) Then fill in information for section one which is Program and your Bio-Data details. See below screenshots. Ensure you upload your passport photo and then click on save and continue button as also shown in the below screenshots.

The screenshot shows a web browser window with the URL `admission.must.ac.ke/ssp/apply?ck=1`. The page title is "Section 1 of 3 - Programme & Bio Data Details". The form is divided into two main sections:

a) Programme details

Campus	Programme level	Programme name
--Select--	--Select--	
Intake	Mode of Study	
	--Select--	

b) Bio-data

Surname	Other names	Gender
e.g Doe	e.g John	--Select--
Date of Birth	Nationality	Religion
mm/dd/yyyy	--Select--	--Select--
Email	Phone Number	Physically impaired?
e.g aa@gmail.com	e.g 0712345678	Select

Passport photo (Maximum size - 2 MB)

The Windows taskbar at the bottom shows the time as 2:16 PM on 8/29/2021.

NB// you need to feed collect data for section ONE

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admission.must.ac.ke/ssp/apply?ck=1

Scanned National ID (Max size = 2 MB) Religion Email

Choose File Image (488).jpg Christian wmweneita@yahoo.com

Phone Number Physically impaired? Passport photo (Maximum size = 2 MB)

0724766598 No Choose File Image (488).jpg

Save & continue

Section 2 of 3 - Academic Qualifications / Attachments

Section 3 of 3 - Academic Grades (KCSE/CUE Equivalent)

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2:39 PM 8/29/2021

(3) In the section 2 of 3 add all your qualifications by filling the details required and clicking on Add Qualification for each qualification. Ensure you add at least 2 qualifications for you to proceed to section 3. Also ensure you click on the add qualification illustrated below after uploading your documents and filling the details.

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admission.must.ac.ke/ssp/apply?ck=1

Section 1 of 3 - Programme & Bio Data Details

Section 2 of 3 - Academic Qualifications / Attachments

Add all your qualifications by filling the details required below and clicking on Add Qualification for each qualification.

Level/Type	Institution name	From date
KCSE	HIGHLANDS ACADEMY	06/29/2018
To date	Award/Final Grade	Date of award
02/28/2021	A-	08/25/2021

Certificate (Maximum size - 2 MB)

Choose File Tax Compli_ficate (1).pdf

Add Qualification

Add at least 2 qualifications to continue.

Section 3 of 3 - Academic Grades (KCSE/CUE Equivalent)

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2:51 PM 8/29/2021

4) Click on save and continue button to proceed to section 3 as shown in the below screenshot

The screenshot shows a web browser window with the URL `admission.must.ac.ke/ssp/apply?ck=1`. The page title is "Section 2 of 3 - Academic Qualifications / Attachments". Below the title, there is an instruction: "Add all your qualifications by filling the details required below and clicking on Add Qualification for each qualification." A table lists two existing qualifications:

Level	Name	From	To	Award	Award date	Action
KCSE	HIGHLANDS ACADEMY	2018-06-29	2021-02-28	A-	2021-08-25	Remove
KCPE	HIGHLANDS ACADEMY	2000-01-29	2021-08-10	A-	2021-09-29	Remove

Below the table is a form with the following fields:

- Level/Type: --Select-- (dropdown)
- Institution name: e.g Masomo School (text input)
- From date: mm/dd/yyyy (date picker)
- To date: mm/dd/yyyy (date picker)
- Award/Final Grade: e.g B+ or First class honors (text input)
- Date of award: mm/dd/yyyy (date picker)
- Certificate (Maximum size = 2 MB): Choose File (file upload button) - No file chosen
- Add Qualification (button)
- Save & continue (button, highlighted with a red arrow)

At the bottom of the page, there is a section header for "Section 3 of 3 - Academic Grades (KCSE/CUE Equivalent)". The Windows taskbar at the bottom shows the time as 2:57 PM on 8/29/2021.

5) In section 3 below add all the subjects by filling the details required and clicking on Add Subject for each Subject. Ensure you Add at least 3 Subjects related to the programmes selected.click on add grade button after selecting the subjects and grades

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admission.must.ac.ke/ssp/apply?ck=1

Meru University Home Apply Our Programmes Enquiry Application Status Login

Section 1 of 3 - Programme & Bio Data Details

Section 2 of 3 - Academic Qualifications / Attachments

Section 3 of 3 - Academic Grades (KCSE/CUE Equivalent)

Add all the subjects by filling the details required below and clicking on Add Subject for each Subject.

Subject	Grade	Action
Agriculture	B+	Add Grade

Add at least 3 Subjects related to the programme selected

3:06 PM 8/29/2021

6) After Adding all the subjects by filling the details required in section 3 click on submit & finish button as shown in the below screenshot

The screenshot shows a web browser window with the URL `admission.must.ac.ke/ssp/apply?ck=1`. The page title is "Section 2 of 3 - Academic Qualifications / Attachments". The main content area is titled "Section 3 of 3 - Academic Grades (KCSE/CUE Equivalent)".

An information icon and text state: "Add all the subjects by filling the details required below and clicking on Add Subject for each Subject."

Subject	Grade	Action
Agriculture	B+	Remove
Geography	A-	Remove
Kiswahili	A-	Remove

Below the table, there are three input fields: "Subject" (dropdown menu with "--Select--"), "Grade" (dropdown menu with "--Select--"), and "Action" (button labeled "Add Grade").

A green button labeled "Submit & Finish" with a checkmark icon is positioned below the input fields. A red arrow points upwards to this button.

At the bottom of the page, a green footer contains the text: "Copyright © 2021 Meru University All rights reserved. Powered by DSL Systems & Solutions Ltd."

The Windows taskbar at the bottom shows the time as 3:12 PM on 8/29/2021.

7) after submitting your application you will have to make a payment and attach your receipt and submit it as illustrated in the screenshot below

The screenshot displays the Meru University Online Application Portal. The user is logged in as IAN IRUNGU. A notification states: "Your application is Awaiting Payment. You will receive an email from us with more details about your application. The details include your unique application number, application fee and login password. Please make payment and attach the payment receipt on the page below."

Application status

Your Application Number:	APP_3170
Your application status:	PENDING PAYMENT
Status Description:	This means you have not paid the full application fee of Ksh 1000 as required. Please find the payment details below.
Stage:	0 out of 3
Application Fee:	Ksh 1000
Balance:	Ksh 1000
Attach payment receipt (If you haven't)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>

Application Fee Payment Details

Bank	Account Name	Account Number	Reference Number

The 'Choose File' and 'Submit' buttons are highlighted with red arrows.