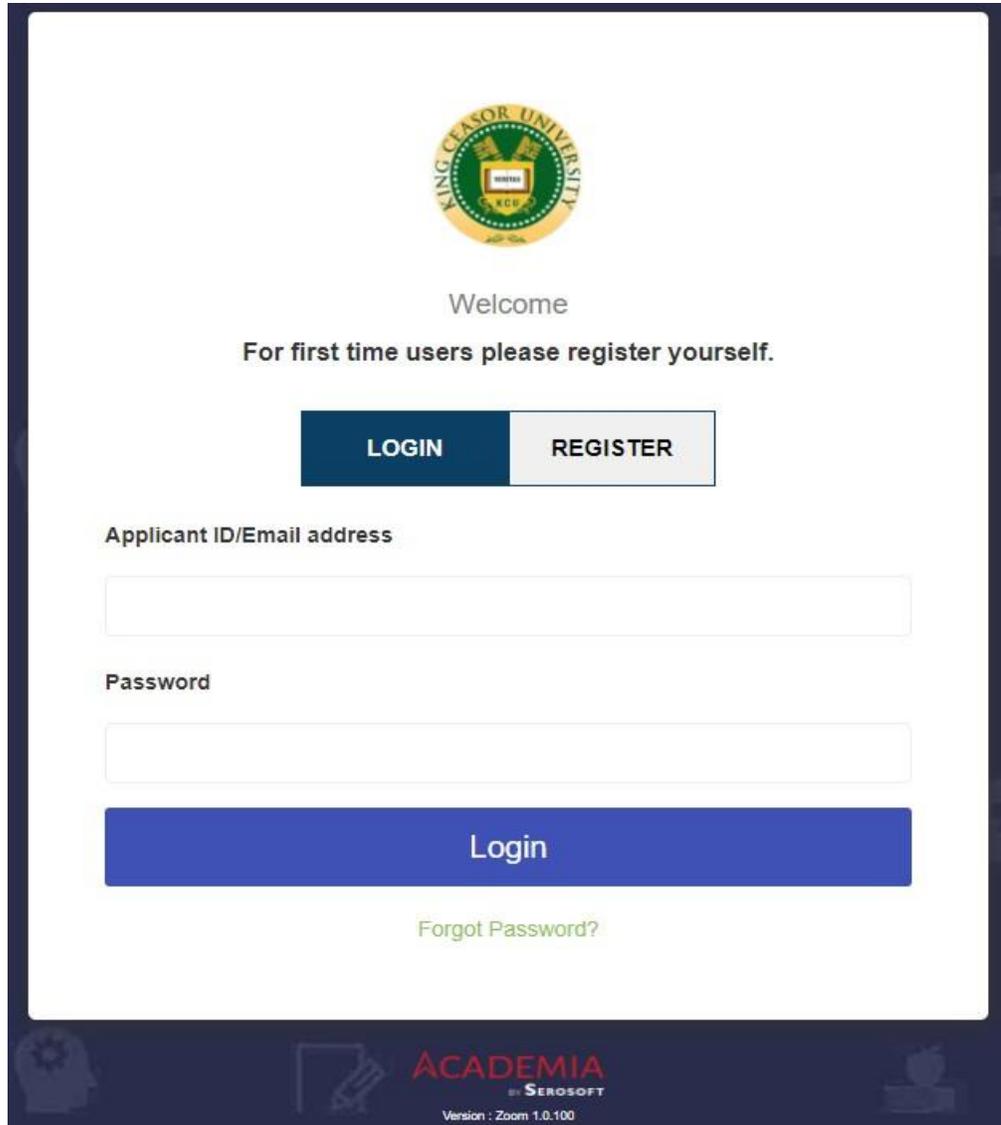


KCU APPLICANT PORTAL USER GUIDE

Login URL: <https://apply.kcu.ac.ug/#/auth/login>





Welcome

For first time users please register yourself.

LOGIN **REGISTER**

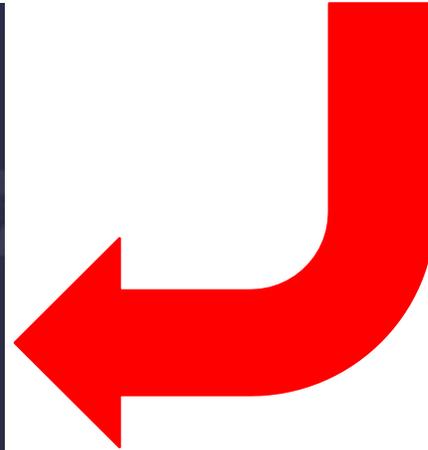
Applicant ID/Email address

Password

Login

[Forgot Password?](#)


Version : Zoom 1.0.100



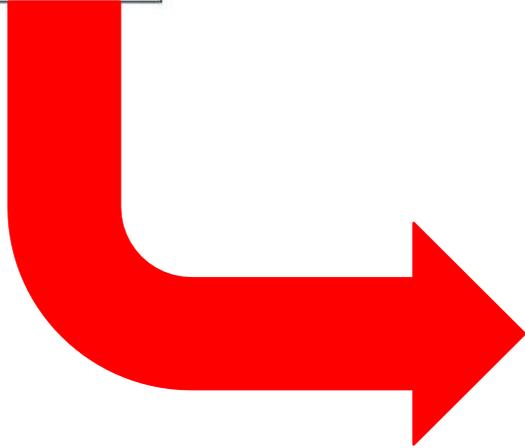
Clicking on this URL, you will be directed to this "LOGIN/REGISTER" page

If you are new here, you need to "CREAT AN ACCOUNT" by clicking REGISTER:

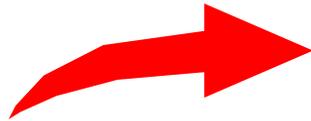


LOGIN

REGISTER



You need to enter your valid Email Address and create password.



CREATE AN ACCOUNT

INSTRUCTIONS

New Application

Title *
Select

First Name *
First Name

Middle Name
Middle Name

Last Name *
Last Name

DOB *
Year Month Day

Email Address *
Email Address

Mobile Number *
Select Mobile Number

Are you a permanent resident?
 Yes No

ID Type *
Select

Identity Number *
Identity Number

Nationality *
Select

Correspondence Language *
Select

Create Password *
Create Password

Confirm Password *
Confirm Password

Save Reset

[GO TO APPLICANT PORTAL](#)

What if I have already done "REGISTER" or what after "REGISTER" PROCESS

Well, in both conditions, you shall click on "LOGIN" button with your valid Email Address and password

LOGIN

REGISTER

Clicking on LOGIN will lead you to the below screen. You need to add details of Programme you want to apply for.



Program Details

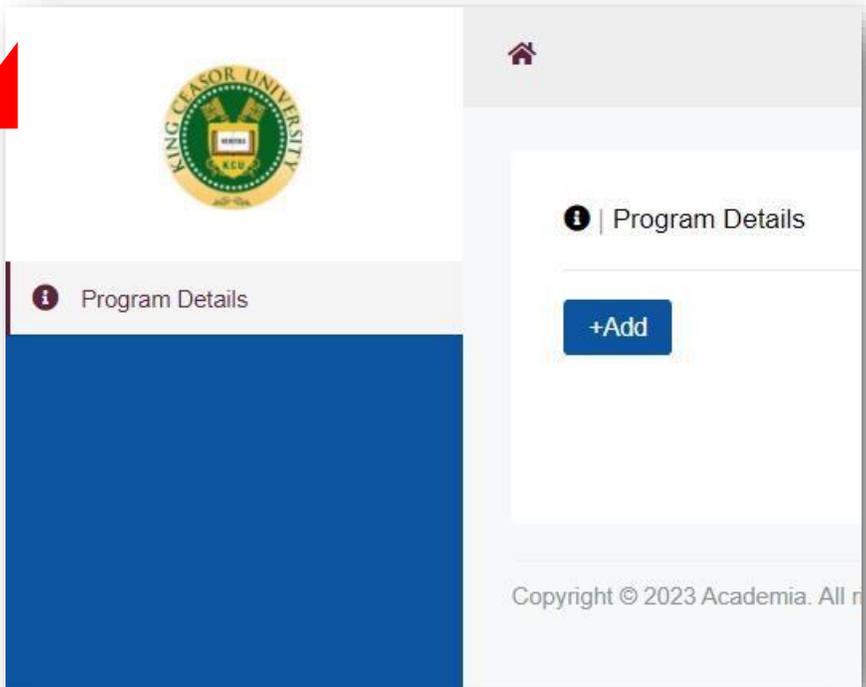
Dashboard

	Application ID APP44	Applicant Name Will Smith	Email ID s@s.com
	Application Status Direct Submission Token Generated	Phone No. +256-12345678	No. of Pending Documents ---

Copyright © 2023 Academia. All rights reserved.

ACADEMIA
by SEROSOFT

By clicking on Programme Details, you will get 'Add' button. Click it and add the details



This add button can also be used to add more programmes you want to apply for.

A screenshot of the 'Program Details' form. The form has a dark blue header with the title 'Program Details' and a close button. Below the header, there are four dropdown menus: 'Select Academy Location', 'Program Group', 'Program', and 'Batch *'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. A red arrow points from the '+Add' button in the previous screenshot to this form.

Save your Programme details entered here by save button

Program Details ✕

Select Academy Location ⓘ

Select ▼

Program Group ⓘ Program ⓘ

Select ▼ Select ▼

Batch * ⓘ

Select ▼

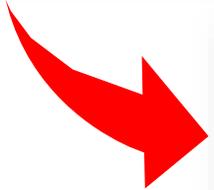
Save **Cancel**

Note: Mandatory sections are marked with red dot, as shown in this picture.

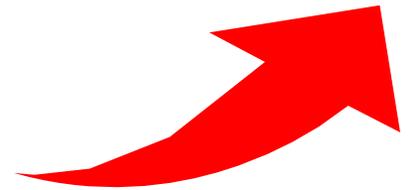


Declarations & Payment ●

These section will become visible to you after saving the Programme details. Mandatory section details should be properly filled and saved



- 
- Program Details**
 - Personal Details** ●
 - Area of Residence**
 - Upload Documents**
 - Next of Kin Details** ●
 - Declarations & Payment** ●





**Click on
Personal
Details, you will
get this screen.
Enter all
relevant data,
save and move
to next section.**

Applicant ID *	Nationality *	Salutation
<input type="text" value="5"/>	<input type="text" value="Ugandan"/>	<input type="text" value="Mr."/>
First Name *	Middle Name	Last Name
<input type="text" value="testname"/>	<input type="text" value="Middle Name"/>	<input type="text" value="sharma"/>
Print Name *	Date of Birth *	Place of Birth ⓘ
<input type="text" value="testname sharma"/>	<input type="text" value="Jan 1, 2023"/>	<input type="text" value="Place of Birth"/>
Blood Group	Gender *	Marital Status
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Disabilities *	Religion	Country
<input type="text" value=""/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Contact Language ⓘ	Email ID	Alternate Email ID
<input type="text" value="Select"/>	<input type="text" value="pankaj.sharma@s.com"/>	<input type="text" value="Alternate Email ID"/>
Upload Profile Photo	ID Type	National Id ⓘ
<input type="text" value="Upload Profile Photo"/> <input type="button" value="Upload"/>	<input type="text" value="National ID"/>	<input type="text" value="1100"/>
Phone No.	Mobile No.	
<input type="text" value="Select"/> <input type="text" value="Phone No."/>	<input type="text" value="Uganda +256"/> <input type="text" value="12345678"/>	



Program Details

Personal Details

Area of Residence

Permanent Address

+Add Address

Click on Area of Residence. You need to add current address and permanent address separately by clicking on "+Add Address" button.

Add Address

Country

Uganda

Country Region / Province

Kampala

City *

Kampala

Address *

ABC

Postal Code

Postal Code

Add Address

Cancel



- Program Details
- Personal Details
- Area of Residence
- Upload Documents



Click on upload Documents. You will require here to upload your documents as mentioned here.

Declaration

- Upload PDF Only

A Level Certificate

Document Name

Document Type

Optional

Submission Date

Status

Pending

Upload

Certificate Qualifications

Document Name

Document Type

Optional

Submission Date

Status

Pending

Upload

Diploma Qualification

Document Name

Document Type

Optional

Submission Date

Status

Pending

Upload

O Level Certificate

Document Name

Document Type

Optional

Submission Date

Status

Pending

Upload

Other Qualifications

Document Name

Document Type

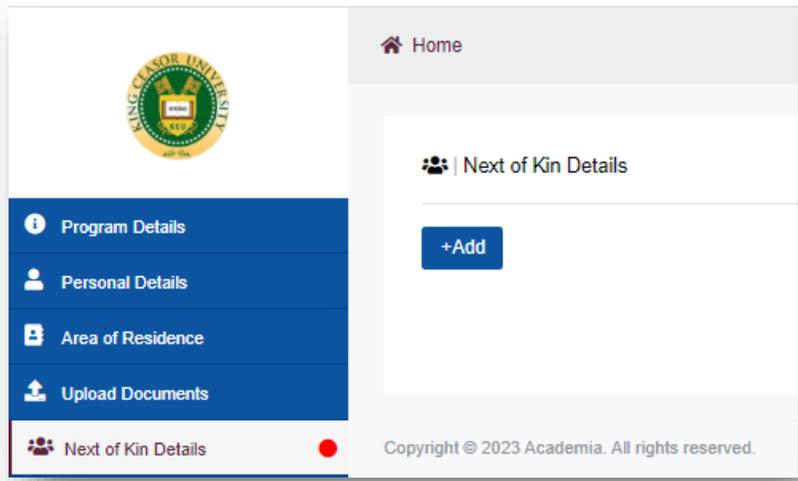
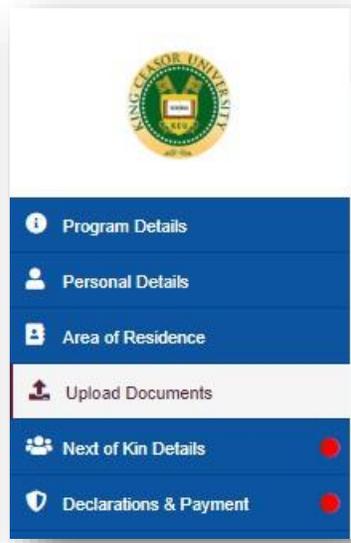
Optional

Submission Date

Status

Pending

Upload

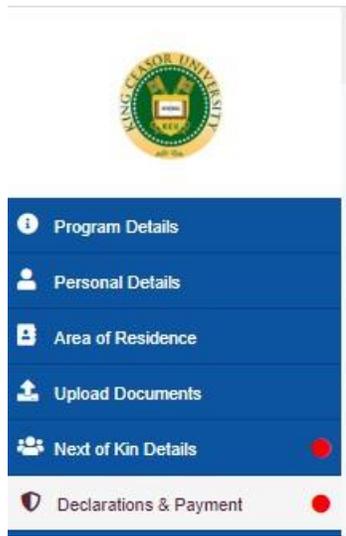


Click on the "Next of Kin Details" section. Click on "+Add" button. You will get below screen to fill relevant details.



Next of Kin Details

Salutation Select	First Name * First Name	Middle Name Middle Name
Last Name Last Name	Date of Birth DD-MM-YY	Blood Group Select
Gender * Select	<input type="checkbox"/> Is an emergency contact	Mobile No. Uganda +256 Mobile No.
Occupation Occupation	Email ID * Email ID	Relationship * Select



Declarations & Payment

Declaration

- To complete the form, it is essential to provide accurate information in all fields marked with an asterisk(*). It is strictly prohibited to falsify any information or documents. If discovered, whether before or after admission, it will result in immediate disqualification.

I agree to the terms and conditions

-->

Submit



**Tick mark the
Checkbox
to
enable the save
button.**

Declarations & Payment

Declaration

- To complete the form, it is essential to provide accurate information in all fields marked with an asterisk(*). It is strictly prohibited to falsify any information or documents. If discovered, whether before or after admission, it will result in immediate disqualification.

I agree to the terms and conditions

-->

Submit



Click on the save button to submit your application.

Pre-requisite to apply through this applicant portal:

- ❖ **Valid Email id**
- ❖ **Contact number**
- ❖ **Address details**
- ❖ **Scanned Passport size self photograph**
- ❖ **Scanned Documents in pdf – relevant to your application**