



University of Nairobi

Online Student Application Manual

How to apply

Before continuing please read the University of Nairobi [admission requirements](#)

Please ensure that you meet the admission requirements before applying.

- It is in your best interest to complete your own application. The University of Nairobi does not make use of representatives, agents or agencies during the application process. If you choose to make use of representatives, agents or agencies, you do so at own risk.
- The closing dates are non-negotiable. It is your responsibility to ensure you apply before the applicable deadline!
- It is of utmost importance that you provide your correct personal email, Mobile Number, postal addresses and Next of Kin contacts to enable the University of Nairobi to contact with you directly.

You will only be able to submit your online application once you have:

- Completed the full online application form, **AND**
- Uploaded all the necessary scanned supporting documents in .pdf format, **AND**
- Either paid the application fee by any of the provided means.
- If you have not successfully paid by either means, your form has not been submitted.

Once your application has been successfully submitted after you have clicked VERIFY and APPLY:

- You will no longer be able to do any further editing of your application via the Online Application system.
- You will be informed by SMS and Email what your allocated reference number is.
- You will also be sent other important procedures describing how to check your progress and application results on your Email.

GUIDANCE NOTES FOR APPLICANTS WITH FOREIGN QUALIFICATIONS

1. Secondary and High School

Holders of none KCSE Certificate with the exception of **IGCSE** and **GCE** and **Uganda ‘O’ and ‘A’ levels** are required to provide equation for their certificates.

The equation shall be done by the Kenya National Examination Council (KNEC)

Once you have uploaded your documents and completed your application, kindly do the following:-

- i. Send an email titled ***REQUEST FOR EQUATION*** and quoting your Application Reference number to reg-academic@uonbi.ac.ke
- ii. Attach your secondary high/school certificates to the email
- iii. You will then receive an introductory letter form the Academic Registrar to present to the KNEC to facilitate the equation of your documents.
- iv. Once you receive the KNEC Equation, upload the same to your application portal.

2. Diplomas and University Degrees

Holders of none University of Nairobi diplomas/degrees with the exception of those of Kenyan Universities are required to provide equation for their certificates and qualifications.

The equation shall be done by the Commission for University Education (CUE).

Once you have uploaded your documents and completed your application, kindly do the following:-

- i. Send an email titled ***REQUEST FOR EQUATION*** and quoting your Application Reference number to reg-academic@uonbi.ac.ke
- ii. Attach your diploma/degree certificates to the email
- iii. You will then receive an introductory letter form the Academic Registrar to present to the CUE to facilitate the equation of your documents.
- iv. Once you receive the CUE Equation, upload the same to your application portal.

Persons with disabilities:

The online application system provides the facility for an applicant to disclose his/her disability status. Applicants are encouraged to make use of this facility to disclose their disability status at this point in the application process. Such a disclosure will in no way prejudice an application. Disclosing your disability status enables the University of Nairobi to better anticipate the needs arising from these disabilities.

STEP-BY-STEP GUIDE FOR ONLINE APPLICATION

Step 1: Access from your computer www.application.uonbi.ac.ke

University of Nairobi
Online Self Sponsored Students Application System

Bachelors Masters Doctor of Philosophy (PhD) Post Graduate Diploma Diploma

Certificate

Programme #	Name	Intake	Academic Year	Application Deadline	Reporting Date	Entry Requirements
1	M.SC. POPULATION	SEPTEMBER-2016 INTAKE	2016/2017	24-JUN-2016	26-AUG-2016	View

Login to continue

Enter your email address

password

Login Register

Forgot my password

In case you have forgotten your password use this link to request for a new one

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Last Checked: Today 8:18 AM

Step 2: Profile Registration – For first time applicants, create a personal profile by clicking on “Click Here to Register Button” to proceed to fill the all the required information

Note: All details marked with a red asterisk are mandatory and you will be required to provide them before you proceed and you must read and accept the terms and conditions before submitting your details.

The image shows a registration form titled "Please Register". The form contains the following fields, all marked with a red asterisk to indicate they are mandatory:

- Surname/Last Name/Family Name *
- Other Name(s) *
- Country Code * (Dropdown menu showing Kenya (+254))
- Mobile No *
- Email Address *
- Confirm Email Address *
- Password *
- Confirm Password *

Below the password fields, there is a checkbox labeled "I Agree to the [Terms and conditions](#)".

At the bottom of the form, there are two buttons: a green "Register" button and a grey "Sign in" button.

Three callout boxes with arrows point to specific elements:

- A box on the left says "Click here to accept terms and conditions" with an arrow pointing to the "I Agree to the Terms and conditions" checkbox.
- A box on the right says "Click here to read the terms and conditions" with an arrow pointing to the "Terms and conditions" link.
- A box on the left says "Click here to submit details" with an arrow pointing to the "Register" button.

Upon completion, an email will be sent to you (email provided during registration) requiring you to log in into your email account and activate your account together with your username and password.

This will allow you to log into your account to manage your profile and track the progress of your application. To create your account please click on the Register button otherwise enter your username and password to log in to your account.

Step 3: Profile Management

To apply for a University programme you will be required to complete your profile. These include your **Personal details, Contact information, Education background, Work experience and Referees**. You will also be required to upload scanned copies of your certificates, transcripts and passport photo.

Note: If you do not manage to complete your profile in one session your data will be saved and you can still come back and complete it at a later time.

Complete your profile

STEP 1 PRIMARY INFORMATION STEP 2 PERSONAL DETAILS STEP 3 EDUCATION BACKGROUND STEP 4 WORK EXPERIENCE STEP 5 CONTACT INFORMATION STEP 6 PROGRAMME APPLICATION

Account Information

Surname/Last Name/Family Name *
Surname

Other Name(s) *
Other Names

Country Code * Mobile No *
KENYA (+254) 722000000

Email Address * Confirm Email Address *
email@example.com email@example.com

Enter Password to confirm changes *
|

Change Password

UPDATE PROFILE

NEXT


Step 4: Programme Selection

Only when your profile is complete can you apply for the programme you wish to undertake. Go to “Click here to apply” menu option on the Dashboard where you will select your programme from the intakes that are open at the time of making the application. Then click on “Apply for intake” Button

Intake Name	Academic Year	Start Date	End Date	
SEPTEMBER-2016 INTAKE	2016/2017	2016-03-14	2016-04-30	Apply For this Intake

Once you click you will be lead to the form below where you select the preferred type of degree

Apply for admission to The University of Nairobi



Student Admission

The University of Nairobi has diversified academic programmes and specializations for post graduate courses in sciences, applied sciences, technology, humanities, social sciences and the arts.

Through self-sponsored programmes, invaluable opportunity has been opened to Kenyans and non-citizens to further their education.

[Find out more: Undergraduate qualifications](#)
[Find out more: Honours degrees and postgraduate diplomas](#)

Certificate & Diploma

Apply for certificate and Diploma Programmes

APPLY

Undergraduate/Bachelors

Apply for Undergraduate/Bachelors Programmes

APPLY

Masters & Postgraduate Diplomas

Apply for Masters & Postgraduate Diploma Programmes

APPLY

PHD







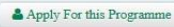



Apply for PhD Programmes

APPLY

You will also be able to view the entry requirements for the programme to see if you meet the requirements before making the application.

On selection of the degree programme types e.g Certificate & Diploma, Undergraduate/Bachelors, Masters/Postgraduate Diplomas or PhD you intent to apply for, you will get a list of all the available programmes in that category. Click on ‘Apply for this Programme’ Button alongside the preferred programme as shown below

Displaying 1 - 10 of 33 Programmes(s) on Page 1

Programme Name	Faculty Name	Duration (Years)	Apply For this Programme
MSC IN (AGRICULTURAL AND APPLIED ECONOMICS)	FACULTY OF AGRICULTURE	2	
MASTER OF SCIENCE DEGREE IN PHARMACOLOGY AND TOXICOLOGY	FACULTY OF VETERINARY MEDICINE	2	
MSC. PHARMACOLOGY AND TOXICOLOGY	FACULTY OF VETERINARY MEDICINE	2	
MSC. IN MANAGEMENT OF AGROECOSYSTEMS AND ENVIRONMENT	FACULTY OF AGRICULTURE	4	
MASTER OF ARTS IN WOMEN, LEADERSHIP AND GOVERNANCE IN AFRICA	AFRICAN WOMEN'S STUDIES CENTRE	2	
MASTER OF SCIENCE IN BIOTECHNOLOGY	CENTRE FOR BIOTECHNOLOGY AND BIOINFORMATICS	2	
MASTER OF SCIENCE IN BIOTECHNOLOGY (AGRICULTURE & ENVIRONMENTAL OPTION)	CENTRE FOR BIOTECHNOLOGY AND BIOINFORMATICS	2	
MASTER OF SCIENCE IN BIOINFORMATICS	CENTRE FOR BIOTECHNOLOGY AND BIOINFORMATICS	2	
MASTER OF SCIENCE IN PLANT PATHOLOGY	FACULTY OF AGRICULTURE	2	
MASTER OF SCIENCE IN CROP PROTECTION	FACULTY OF AGRICULTURE	2	

1
2
3
4
Last
>>


Payment of Application Fees

If satisfied and wish to proceed you will be directed to the payment section where you pay the application fees. The system supports online payment using Master and Visa cards, Mpesa and payment through the bank. In each case the system will issue an applicant reference number which should be used as the account no when making the payment.

Payment Details
M.SC. POPULATION-250 (Masters)
Amount due KES10.00
Kindly use the following reference number 10000112016 when paying via mobile payment or in the Bank. This reference will be used to track you application

Available Payment options

MPesa Payment




Ensure you pay the exact amount, otherwise the application won't be processed.

- Go to the M-Pesa menu on your phone
- Select **Pay Bill** option
- Enter the following business number. 522888
- Enter 10000112016 as the Account No
- Enter the total Amount (KES10.00)
- Enter your M-Pesa PIN then send
- You will receive a transaction confirmation SMS from M-Pesa and KCB
- Your payment will be automatically processed in the system
- Check your dashboard for the processed payment details

PAY

Paying through the bank




Payment instructions for walk-in banking

- Visit any Kenya Commercial Bank (KCB) branch
- Obtain a cash deposit slip
- Enter the branch as University Way
- Enter Account number 1177473707
- Enter Account Name University of Nairobi (CESSP)
- Quote the application reference number 10000112016
- Enter amount being paid (KES10.00)
- Deposit your money
- Log in to your online application account to confirm that the payment has been processed

PAY

Credit/Debit card payment



We currently support Visa and MasterCard (Debit/Credit)

Pay with Debit/Credit Card

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APPLICATION FEE PAYMENT VIA M-PESA

Pay the required amount through your mobile phone by M-PESA following the instructions below:

- Go to M-PESA on your phone.
- Select Lipa na M-PESA option
- Select Pay Bill option.
- Enter Business no.
- Enter your Reference number **as sent to your mobile phone**
- Enter the Amount you intend to pay.
- Enter your M-PESA PIN and Send

N/B. Only make the payment if you have been allocated an application reference number sent to your phone or email

APPLICATION FEE PAYMENT USING VISA CARD

You can also pay using a VISA debit or credit card by choosing the VISA option as shown

Merchant name: University Of Nairobi

How would you like to pay?

Pay securely using SSL+ by clicking on the card logo below:

Select VISA option

Cancel

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SECURE PAYMENTS POWERED BY DIALECT

Merchant name: University Of Nairobi

Enter your card details:

VISA: You have chosen VISA as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number :::

Expiry Date :::

Security Code :::

Purchase Amount :::

KES KSh 10.00

pay

Verified by VISA

I hereby authorise the debit to my VISA Account in favour of University Of Nairobi

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SECURE PAYMENTS POWERED BY DIALECT

Enter the card number, Expiry date and the security code, then click on the 'Pay' Button

NOTE: You will be notified on successful payment process. You can print the payment report generated after the process.

PAYMENT BY DIRECT BANKING

1. Visit any **Kenya Commercial Bank (KCB)** branch
2. Obtain a cash deposit slip
3. Enter the branch as **University Way**
4. Enter Account number **1177475707**
5. Enter Account Name **University of Nairobi (CESSP)**
6. Quote the application reference number **as sent to your mobile phone**
7. Enter amount being paid eg. **(KES3,000.00)**
8. Deposit your money
9. Log in to your online application account to confirm that the payment has been processed

APPLICATION PROGRESS TRACKING

The Online application system provides a mechanism for applicants to track the progress of admission process at any given time, and also download the admission letter and joining instructions.

All this can be done from the applicant's portal account by click of a button.

CHANGE OF COURSE APPLIED FOR

The applicant may request for a change course in the following instances:-

1. They did not meet the admission criteria for the programme they applied for and therefore have not been shortlisted.
2. They wish to change the course applied for.

To apply for a change of course the applicant may write a letter to the Academic Registrar, requesting for "Change of Applied Course" Quoting their Application Reference Number and indicating clearly the new course they wish to change to. This letter may be emailed to reg-academic@uonbi.ac.ke or to admissions@uonbi.ac.ke

There is no additional cost to a request for Change of Course.