## Admissions Checklist

Please come with the following on the day of admission: 2 Copies of Admission letter, Copy of Acceptance Form-Filled, 4 Copies of Personal Details Form with 4 passport size photographs attached- filled/signed, Copy of Medical Examination Form-Dully Filled/signed, Copy of Student Declaration form- Dully filled/signed, Copy of Admission Checklist Form-Filled, Copy of Downloaded Student Hand Book, Copy of National ID Card/Birth Certificate, Copy of KCSE result slip/certificate, Proof of medical insurance cover e.g. copy of NHIF card, Copy of Covid-19 Vaccination Certificate-If Vaccinated, Proof of fee payment i.e. fee deposit slip
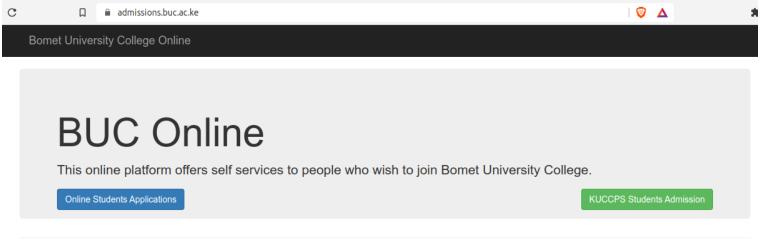
## Admission portal navigation procedures

NB: Students are expected to follow the following steps to download their Letters of Admission and Joining Instructions by themselves. This will enable them learn how to use the Admissions portal for self-Admission after reporting and start using the Students Portal for other student operations. Remember to fill and update your personal details in the Admissions Portal once you login. Please use a computer (laptop/desktop). Smartphones display a narrow view and some information may not be displayed.

1. Open a browser and visit Bomet University College Website https://www.buc.ac.ke

2. Point at the drop down arrow on the 'Students' tap at the top of the screen and click on 'KUCCPS Intake' Remember that you can alternatively just click on the message running across the screen when you open the BUC website on KUCCPS Students Admission.

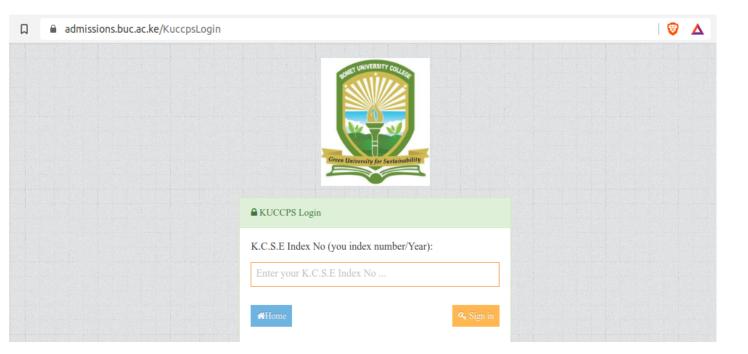3. On the window that opens, click on 'KUCCPS Students Admission' as shown below:

**Bomet University College Online**

# BUC Online

This online platform offers self services to people who wish to join Bomet University College.

Online Students Applications      KUCCPS Students Admission

This online platform offers self-services to people who wish to join Bomet University College.

Online Students ApplicationsKUCCPS Students Admission

4. On the window that appears, enter your KCSE index number/Year e.g. 123456789/2021 and sign in. Example is as shown below.

🔒 KUCCPS Login

K.C.S.E Index No (you index number/Year):

Enter your K.C.S.E Index No ...

🏠Home      🔑 Sign in

5. After signing in, Click OK in the pop up window and you will see a dashboard with the following information:

1). Offer letter

2). Fee Structures

3). Joining Instructions



You will be required to update your personal details leaving no blank space then you submit. Where you have no data, please write N/A. Note that the offer letter is your admission letter.

Download the following;

1). Fee structure for your Programme

2). Joining instructions (Admission forms BUCJI/1A, BUCJI/1B, BUCJI/2, BUCJI/3,

3). Student Declaration form)

4). Student Affairs guide

5). Admission Checklist Form

6). Admission/Orientation Programme

7). Student Handbook

You will be expected to complete filling the above documents and carry them on the day of admission.

**NB:** Write correct names and admission number when paying your fees.

## Admissions Checklist

Please come with the following on the day of admission:

1). 2 Copies of Admission letter

2). Copy of Acceptance Form-Filled

3). 4 Copies of Personal Details Form with 4 passport size photographs attached- filled/signed

4). Copy of Medical Examination Form-Dully Filled/signed

5). Copy of Student Declaration form- Dully filled/signed

6). Copy of Admission Checklist Form-Filled

7). Copy of Downloaded Student Hand Book

8). Copy of National ID Card/Birth Certificate

9). Copy of KCSE result slip/certificate

10). Proof of medical insurance cover e.g. copy of NHIF card

11). Copy of Covid-19 Vaccination Certificate-If Vaccinated

12). Proof of fee payment i.e. fee deposit slip