

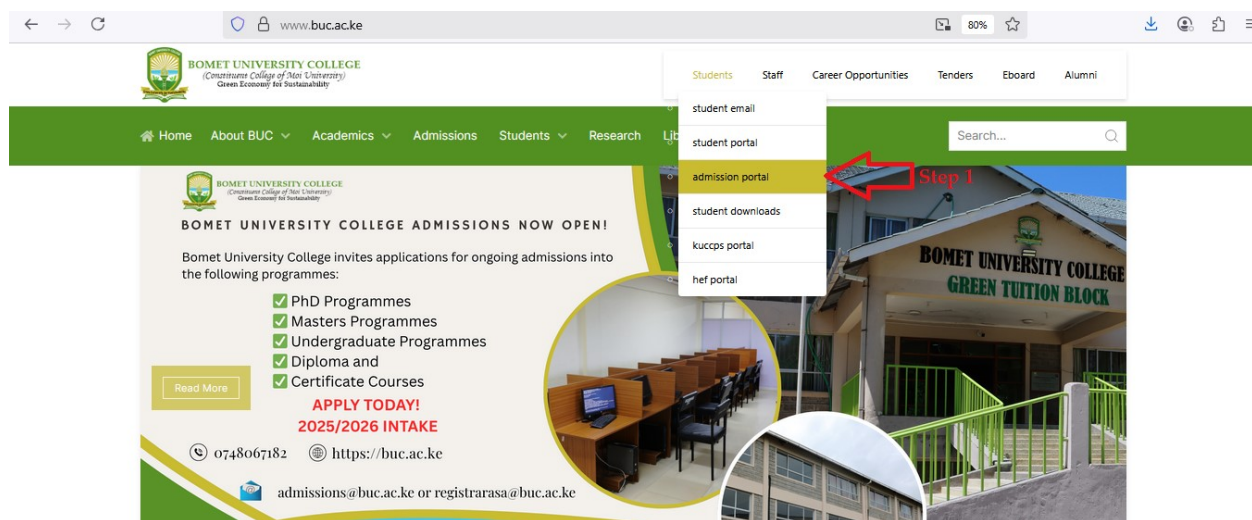


BOMET UNIVERSITY COLLEGE

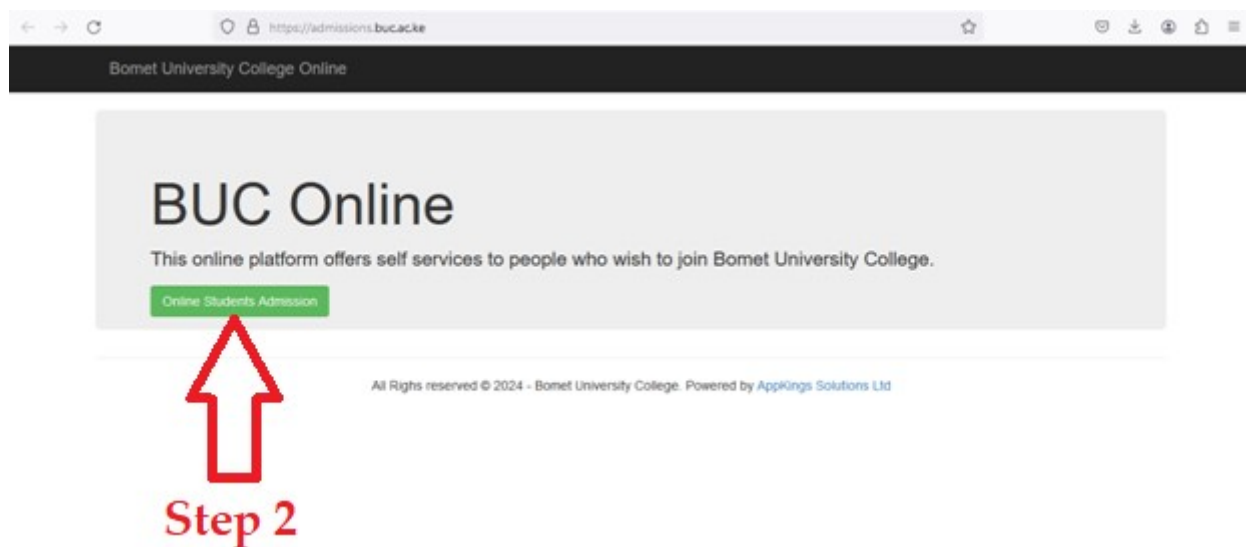
(A Constituent College of Moi University)

ONLINE ADMISSION GUIDELINES

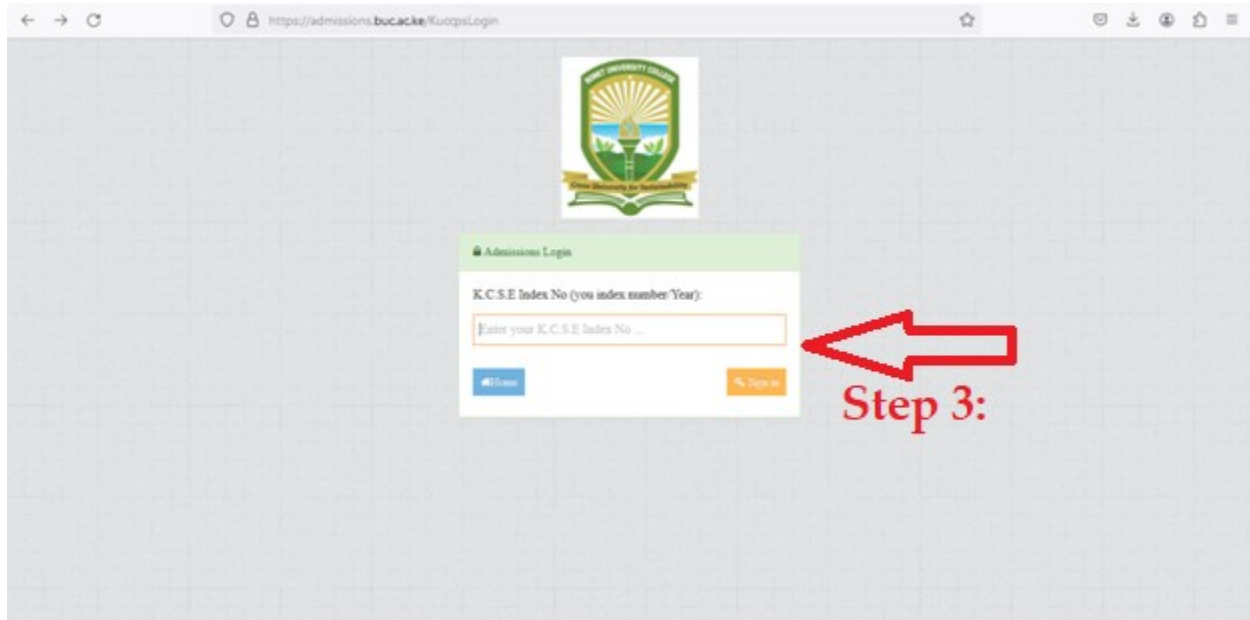
STEP 1: In your browser, type <https://www.buc.ac.ke/>, navigate to students and click on **Admission Portal**



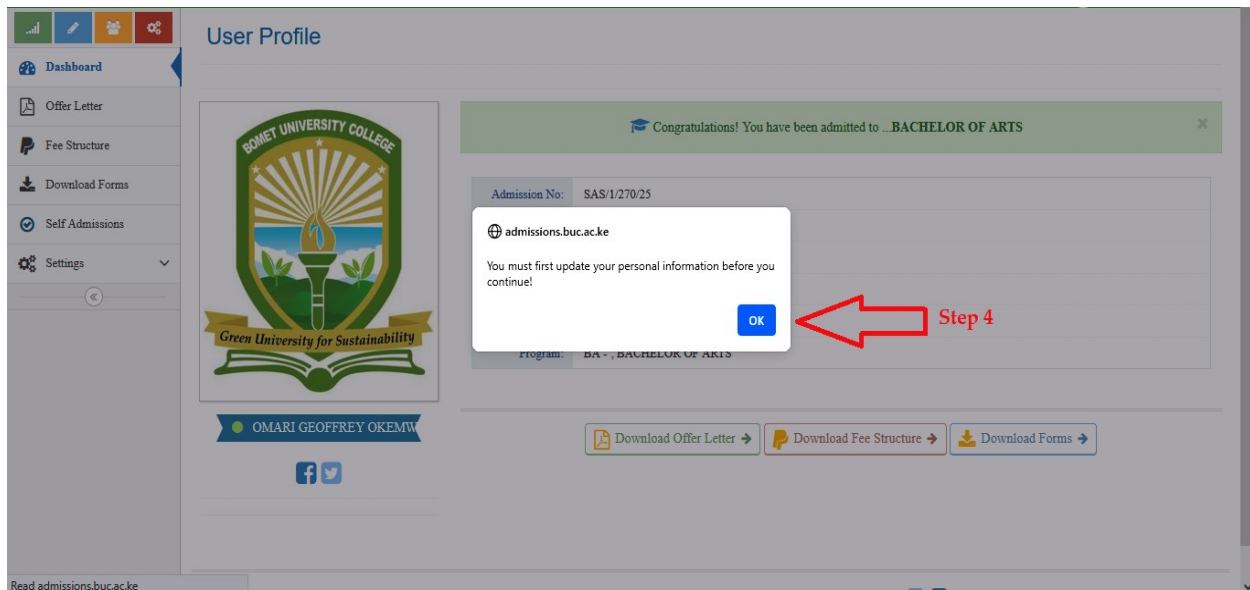
STEP 2: Under the admission Portal click on **Online Students Admission**



STEP 3: Type your KCSE index number then backslash (/) Year of exam (i.e index number/Year), then click Sign In.



STEP 4: Click OK on the window that appears with the narrations “You must first update your personal information before you continue!”



STEP 5: Update your personal information in the following order;

a) Personal data

Personal Information **Step 5**

> Admission Information

▼ Personal Data

National ID No:

Date Of Birth:

If physically impaired, please give details:

Nationality:

Postal Code:

Birth Certificate No:

Gender:

(SHA) Card No:

Mobile Phone No:

Town:

NIIMS Huduma Number:

Do you suffer from any Physical impairments?

Religion:

Postal Address:

Your E-mail:

b) Family information

Personal Information

> Admission Information **Step 5b**

> Personal Data

▼ Family Information

Marital Status:

Phone No:

Full Name of Father:

Full Name of Mother:

Number of brothers and sisters:

Name of Spouse:

No of Children:

Father Status:

Mother Status:

Guardian Name:

Occupation of Spouse:

Father Occupation:

Mother Occupation:

Guardian Occupation:

Father Date of Birth:

Mother Date of Birth:

Guardian Phone No:

c) Residence

Personal Information

> Admission Information

> Personal Data

> Family Information

▼ Residence **Step 5c**

Village/Estate:

Constituency:

Nearest Town:

Name of Chief:

SubChief Phone No:

Sub-Location:

Sub-County:

Nearest Police Station:

Chief Phone No:

Name of Village Elder:

Location:

County:

Nearest Primary School:

Name of SubChief:

Village Elder Phone No:

d) Emergency Contact Persons

Personal Information

- > Admission Information
- > Personal Data
- > Family Information
- > Residence
- > **Emergency Contact Persons** (Step 5d)
- > Academic background
- > Document Uploads

Persons A:

Name: Relationship: Mobile Phone No:

Persons B:

Name: Relationship: Mobile Phone No:

e) Academic background

Personal Information

- > Residence
- > Emergency Contact Persons
- > **Academic background** (Step 5e)

Name of High School Attended: **Index no:** **Year Completed:**

K.C.S.E Grade Achieved:

Name of Primary School Attended: **Index no:** **Year Completed:**

K.C.P.E Grade Achieved:

Any other institutions attended and qualifications attained

STEP 6: Document Upload

a) Forms Download

Personal Information

- > Admission Information
- > Personal Data
- > **Download Forms** (Step 6a)
- > Residence
- > Emergency Contact Persons
- > Academic background
- > Document Uploads

b) BUCJI Forms Download

Admissions Materials		
#	File Name	
1.	Admission Checklist Form.pdf	Download
2.	BUCJI 1A - Acceptance Form.pdf	Download
3.	BUCJI 1B - Non Acceptance Form.pdf	Download
4.	BUCJI 2 - Personal Form.pdf	Download
5.	BUCJI 3 - Medical Form.pdf	Download
6.	BUCJI 4 - Declaration Form.pdf	Download
7.	BUCJI 5 - Student Affairs.pdf	Download
8.	BUCJI 6 - Information on Fees.pdf	Download
9.	BUCJI 7 - Consent Form.pdf	Download

Step 6b



1

2

3

4

5

NOTE: Download and accurately fill forms; BUCJI 1A, BUCJI 2, BUCJI 3, BUCJI 4 and BUCJI 7 and Scan them to PDF in readiness for upload.

c) Forms Upload

> Admission Information
> Personal Data
> Family Information
> Residence
> Emergency Contact Persons
> Academic background
> Document Uploads

BUCJI Forms:

No file selected.

KCSE Results Slip:

No file selected.

KCPE Certificate:

No file selected.

ID Copy:

No file selected.

Birth Certificate Copy:

No file selected.

Passport Photo (Yellow Background):

No file selected.

Step 6c



NOTE: Upload the scanned pdf of; BUCJI 1A, BUCJI 2, BUCJI 3, BUCJI 4, BUCJI 7, KCSE Result Slip, KCPE Certificate, Identification Document (ID), Birth Certificate and a Passport size Photo (Yellow Background).

STEP 7: Click on Submit Update Button

> Personal Data
> Family Information
> Residence
> Emergency Contact Persons
> Academic background
> Document Uploads

Submit Update

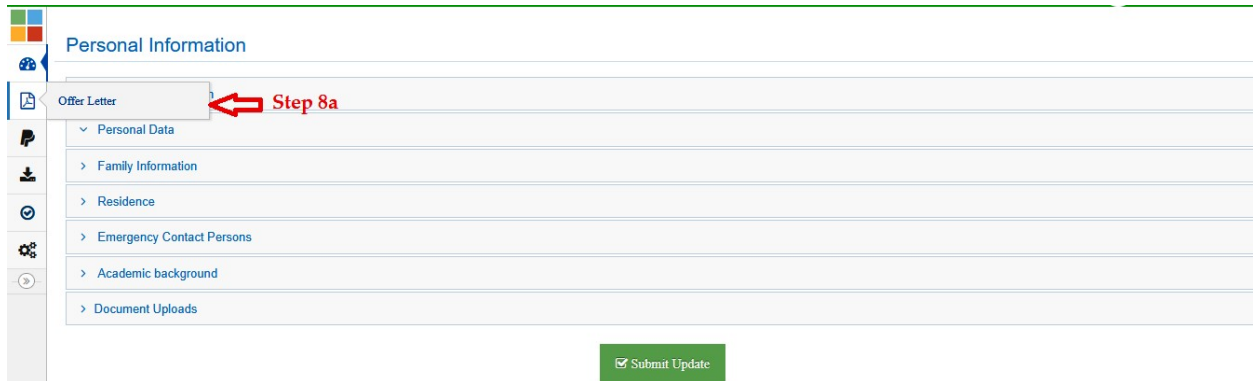
Step 7



NOTE: Once you updated all fields and successfully updated the personal information and uploaded the documents; your Admission Letter will be ready for download

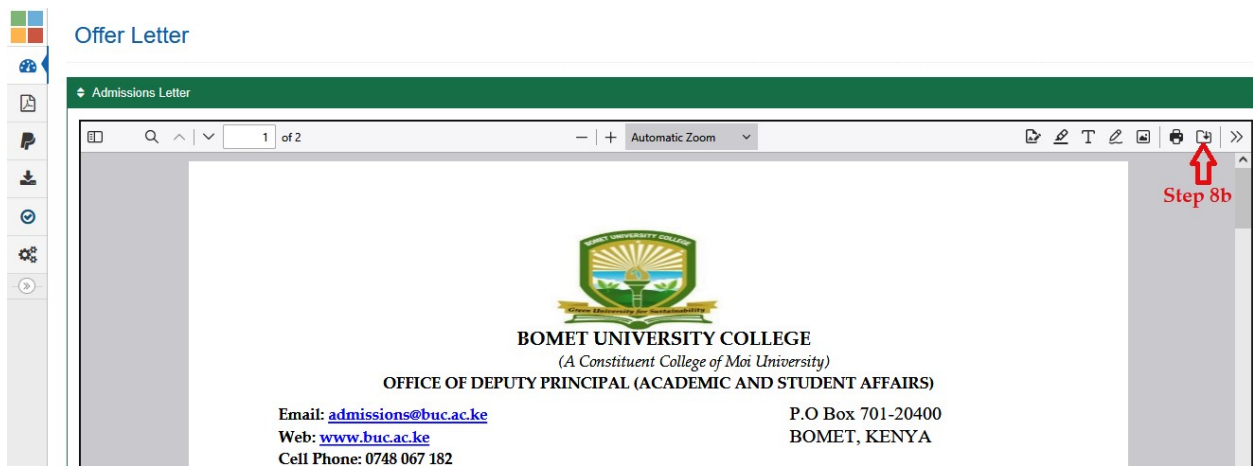
STEP 8: Admission Letter download

a) Accessing the Admission Letter



The screenshot shows a web interface with a sidebar on the left containing various icons. The main area is titled 'Personal Information'. A red arrow labeled 'Step 8a' points to the 'Offer Letter' tab, which is highlighted. Below the tabs are several expandable sections: 'Personal Data', 'Family Information', 'Residence', 'Emergency Contact Persons', 'Academic background', and 'Document Uploads'. At the bottom right, there is a green button labeled 'Submit Update'.

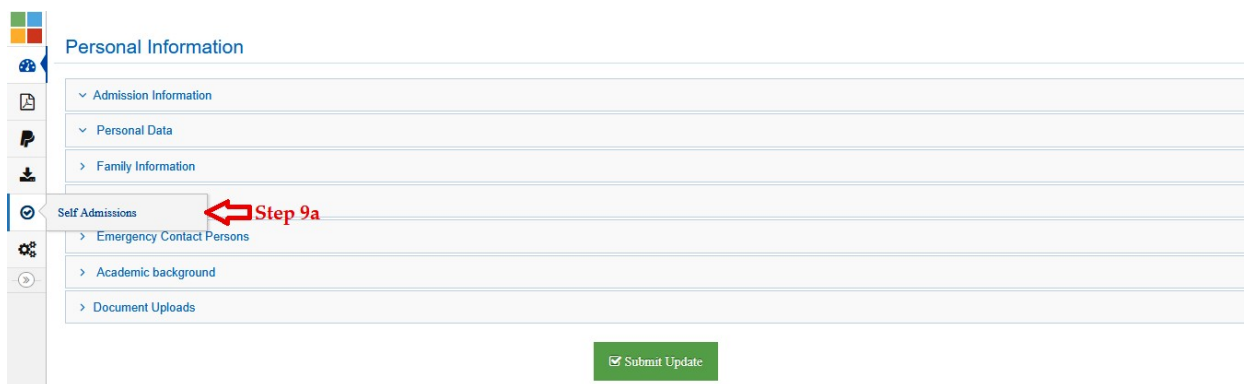
b) Downloading the Admission Letter



The screenshot shows a web interface titled 'Offer Letter'. A red arrow labeled 'Step 8b' points to the download icon in the top right corner of the document viewer. The document content displays the Bomet University College logo and the following text: 'BOMET UNIVERSITY COLLEGE (A Constituent College of Moi University) OFFICE OF DEPUTY PRINCIPAL (ACADEMIC AND STUDENT AFFAIRS)'. Contact information is provided: Email: admissions@buc.ac.ke, Web: www.buc.ac.ke, Cell Phone: 0748 067 182, P.O Box 701-20400 BOMET, KENYA.

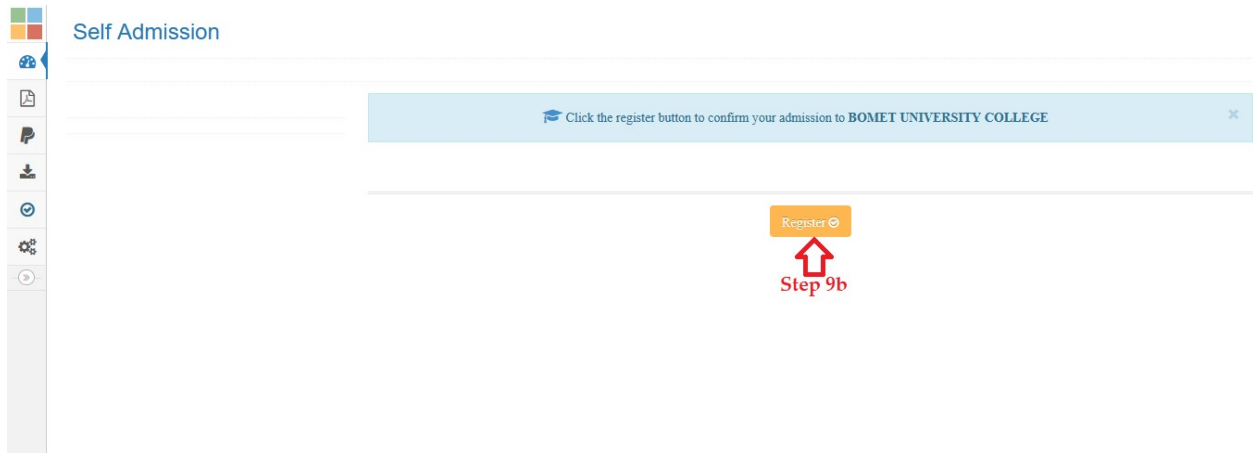
STEP 9: Self Admission Process

a) Self Admission



The screenshot shows a web interface with a sidebar on the left containing various icons. The main area is titled 'Personal Information'. A red arrow labeled 'Step 9a' points to the 'Self Admissions' tab, which is highlighted. Below the tabs are several expandable sections: 'Admission Information', 'Personal Data', 'Family Information', 'Emergency Contact Persons', 'Academic background', and 'Document Uploads'. At the bottom right, there is a green button labeled 'Submit Update'.

b) Register



The screenshot shows a web interface for 'Self Admission'. On the left is a vertical sidebar with icons for home, documents, profile, downloads, notifications, settings, and a back arrow. The main content area has a light blue header bar with the text 'Click the register button to confirm your admission to BOMET UNIVERSITY COLLEGE' and a close button. Below this is a large orange 'Register' button with a circular arrow icon. Underneath the button is a red upward-pointing arrow icon with the text 'Step 9b' below it.

Note: Click on **Register** to complete the Online admission Process.

Congratulation on being admitted to Bomet University College

In case of challenges, do not hesitate to call our University Line: 0748 067 182