A. **PROCEDURE FOR DOWNLOADING ADMISSION LETTERS FOR KUCCPS STUDNTS 2020/2021 INTAKE**

    i.   Visit the Technical University of Mombasa (TUM) Website (www.tum.ac.ke);

    ii.   Log in using your KCSE index number as user ID and Password

    iii.   Click at "sign in"

    iv.   Select "Download now"

    v.   Download and print your admission letter; and

    vi.   Save and keep a copy of the same for your future use.

B. **PROCEDURE FOR REGISTRATION OF KUCCPS**

    1. Fill in the following forms downloaded:

    vii.   Admission and acceptance letter

    viii.   Acceptance Declaration Form, TUM/ Form/ RAA/009

    ix.   Student's Personal Detail Form, TUM/Form/RAA/010

    x.   New Student Admission Form, TUM/Form/RAA/012

    2. Attach a copy of the following documents;

    i.   National ID/ Birth Certificate / Valid passport

    ii.   Fee payment deposit slip which should be 100%.

    iii.   Acceptance and commitment statement (For minors, the parent/guardian to sign)

C. **PROCEDURE SELF SPONSORED STUDENTS.**

    i.   Retrieve your admission letter from your own personal email, in case of challenges; visit TUM's Admission office for assistance

    ii.   Attach O-level result slip/Certificate and other academic credentials

      iii. Then follow the same procedure as KUCCPS' students as stated above under **B**

D. STEPS FOR DOCUMENT PROCESSING

      i. Scan all the required documents in Pdf format, merge the documents to form one continuous document , maximum size of 4MB

      ii. Save the merged document using your student registration number as the name of the document e.g. **BSIT/001J/2021**

      iii. Unmerged documents shall not be processed

E. PROCEDURE FOR FORWARDING DOCUMENTS:

      i. Use your own email address to forward the documents

      ii. Write your full name on the subject part of the email

      iii. The merged document be forwarded to us through email address;

      iv. admissionsaugust2021@tum.ac.ke

      v. No hard copies shall be accepted due to Covid 19 control

F. FEEDBACK ON SUCCESSFUL REGISTRATION

      i. Success massage shall be forwarded to your email address upon registration

G. UNIT REGISTRATION

      i. Upon successful registration proceed to ICTS/ Department for invoicing and unit registration for your name to appear on the class register.

      ii. This must take place within the first two weeks of the semester

      iii. Obtain class timetable to enable you attend classes

H. ACCOMODATION

      i. Visit the TUM's website on **tum.ac.ke**

      ii. Click portals

      iii. Select students portal

      iv. Click at e- register

v. Use your student registration number as username and password

vi. Click at Hostel & Catering

vii. Select bed booking

viii. Click reserve button

ix. Then save

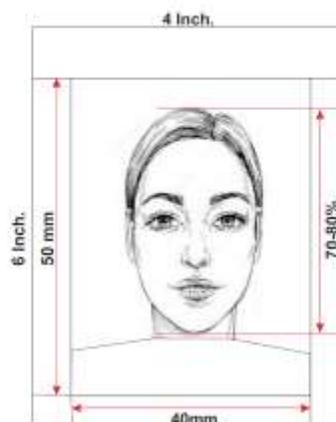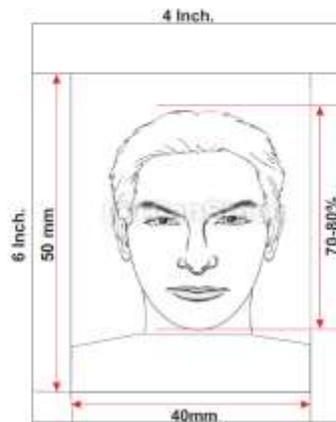x. Upon successful reservation, a message of success appears on the screen

I. PASSPORT PHOTOS

TECHNICAL UNIVERSITY OF MOMBASA

STUDENT ID PHOTO - FOLIO SPECIFICATION

Ref No.: TUM / Form / CCO / 002

1. Students are required to attached two passport size (soft Copy) photos with the measurements shown in the diagram below:

TUM is ISO 9001:2015 Certified

STUDENT'S DETAILS

Name (CAPITAL LETTERS): _____

Intake: _____

Campus: _____

Faculty / School: _____

Re. No.: _____

National ID: _____

Phone Number: _____

J. TUM LEARNING MANAGEMENT SYSTEM PROCEDURE

Step 1: How to Log in to TUM LMS

- Click E-Learning link from TUM website (www.tum.ac.ke) OR Enter website address : e-learning.tum.ac.ke

- Enter username and password Username: registration number, in lower case without backslash Password: registration number, in lower case without backslash Example: for student BSIT/001J/2021 Username: **bsit001j2021** Password: **bsit001j2021**

Step 2: How to Access My Dashboard

- View my details, timelines and courses

Step 3: How to Access My Courses • To access courses, click My Courses link, select a course

- Access lecture materials
- Download and save lecture materials

REMEMBER TO APPLY FOR HELB STUDENT LOAN

TUM is ISO 9001:2015 Certified