TUMMIS ADMISSIONS USER MANUAL

Below is a user manual for the successful applicants on how to;

1. Download their admission letter.
2. Upload admission documents to the system
3. Pay school fees before reporting to school

1.1 DOWNLOAD ADMISSION LETTER

Step 1.

To download your admission letter you need to login to you TUMMIS account which is pre-created for you. To login you need to first access the system via the link provided; https://smis.tum.ac.ke. Or you can visit tum website https://tum.ac.ke go to the website menu then locate portals then select TUMMIS. These two options will direct you to this screen.
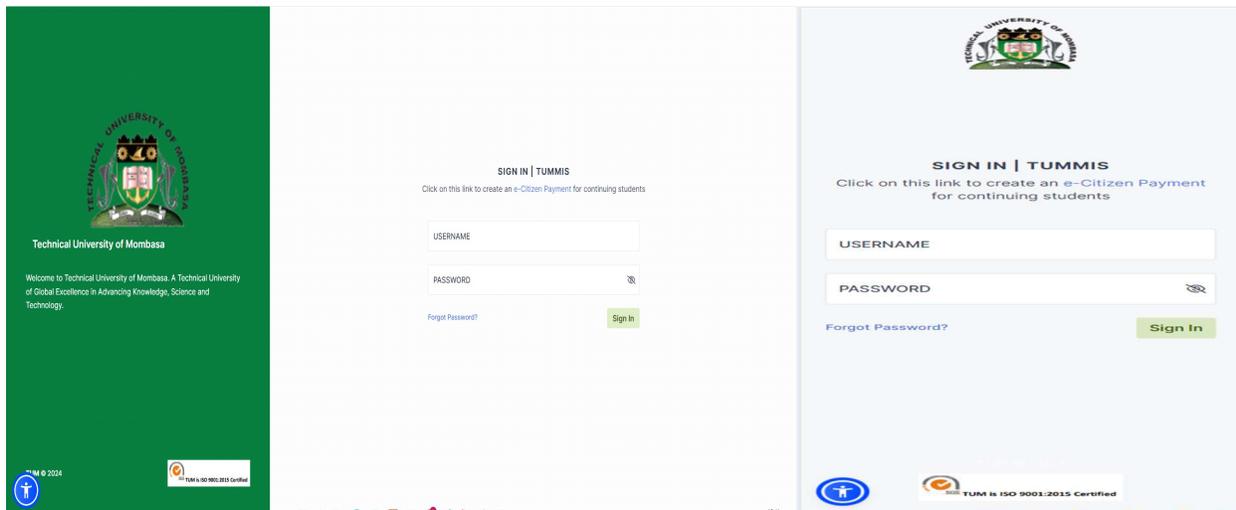
Computer version   *Phone version*

On this screen you will be required to provide your username and password. Your username and password to your account is your KCSE index number and the year as follows in the example provided below.

USERNAME: 123456789101/2023

PASSWORD: 123456789101/2023

No spaces between the index number and the year of examination

Step 2

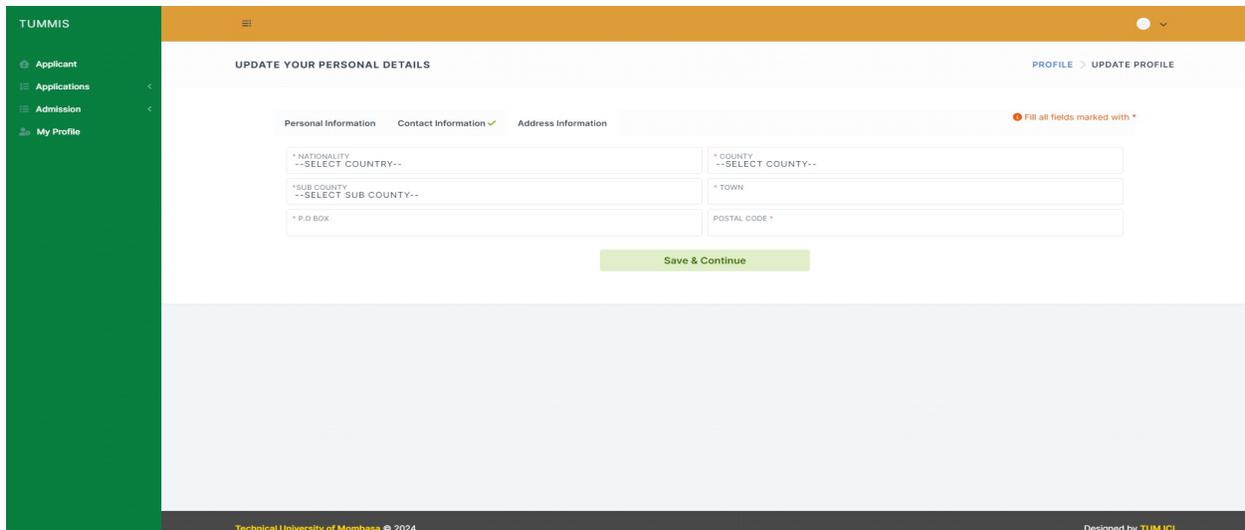Once successfully logged in to the system you will get the following screen

Computer version

The student to provide their correct and verifiable details. If a student does not have a national ID he/she can select a birth certificate and provide the BIRTH CERT number.
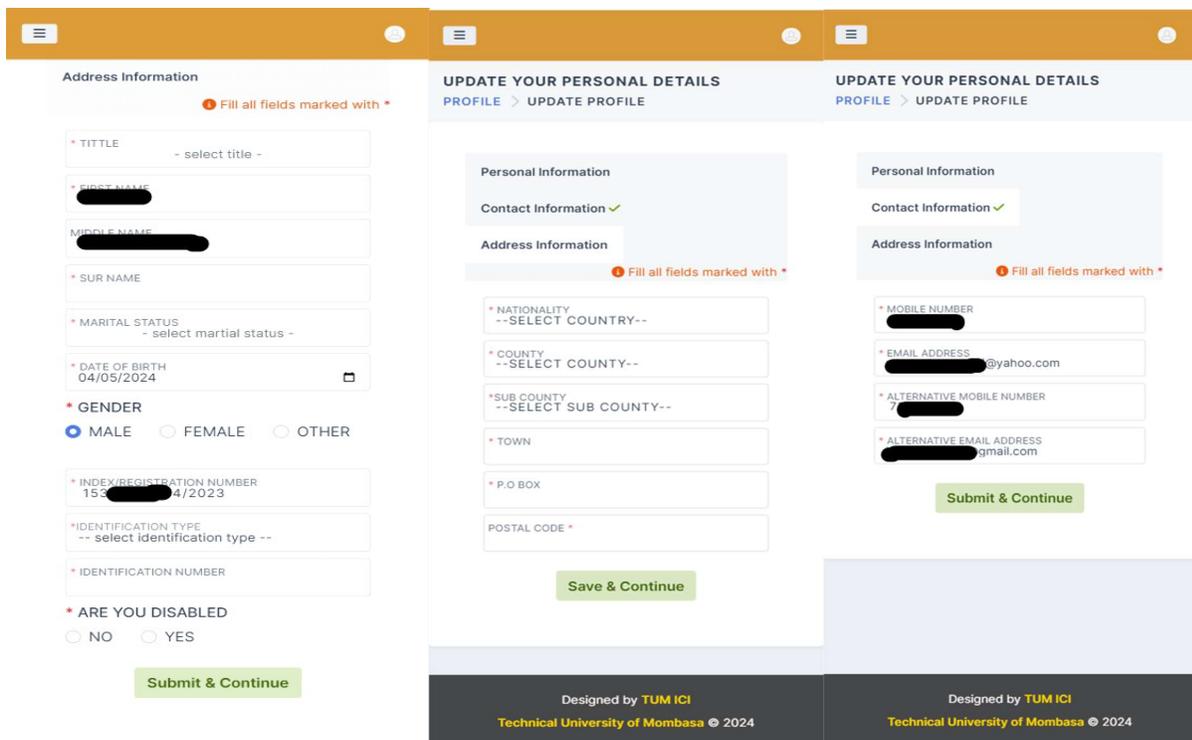

Student must provide contact information that we can reach the student with

Computer version

The student should also provide the permanent address details
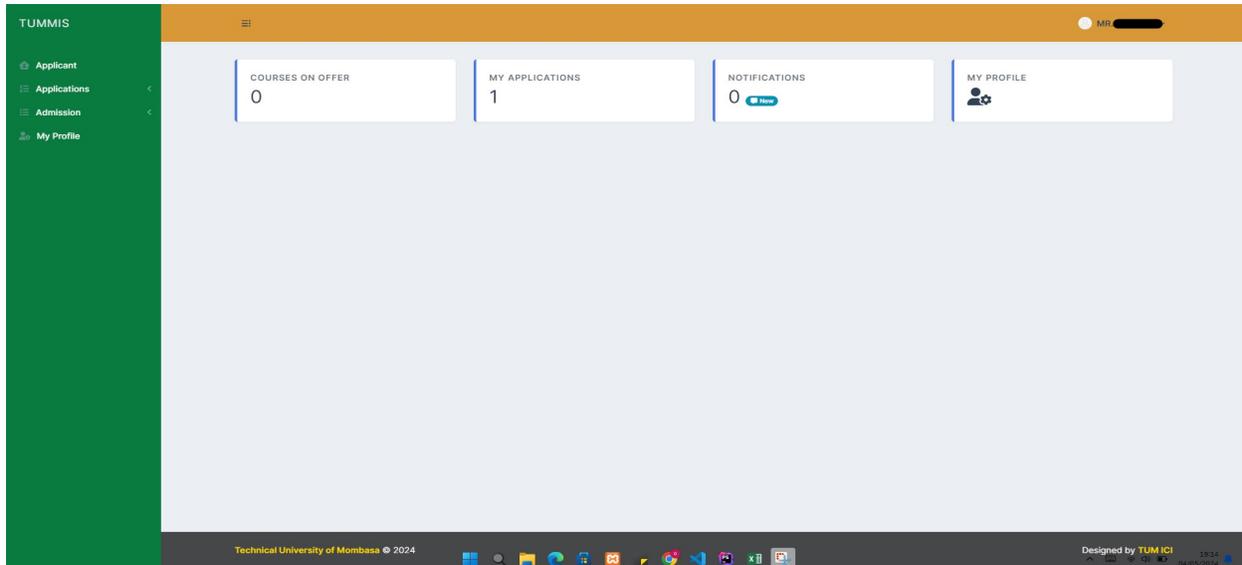

Phone version

Once you have filled a form and submit if no errors it will take you to the next form to fill.
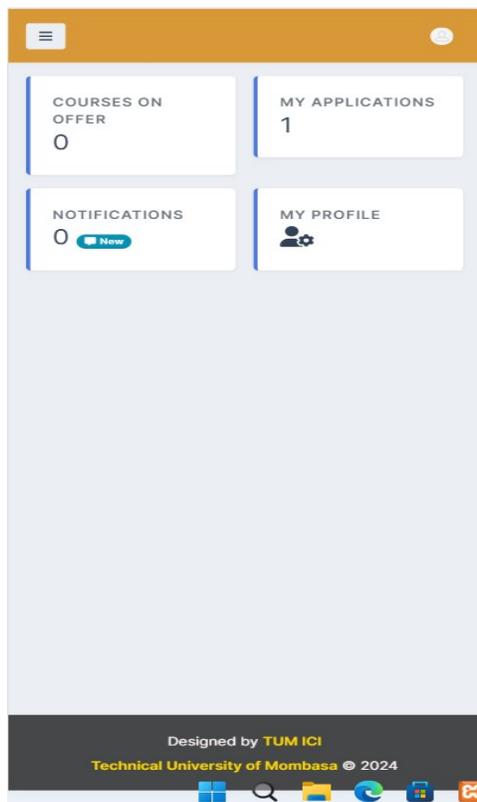
NB: *You cannot proceed to download your admission letter before you have fully provided all your details.*

Step 3

Once you have successfully update your TUMMIS profile you will be redirected to this page.
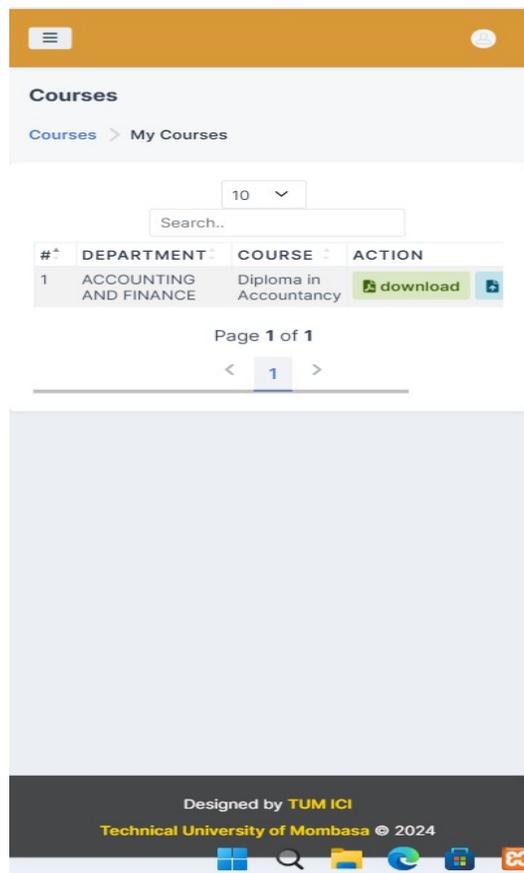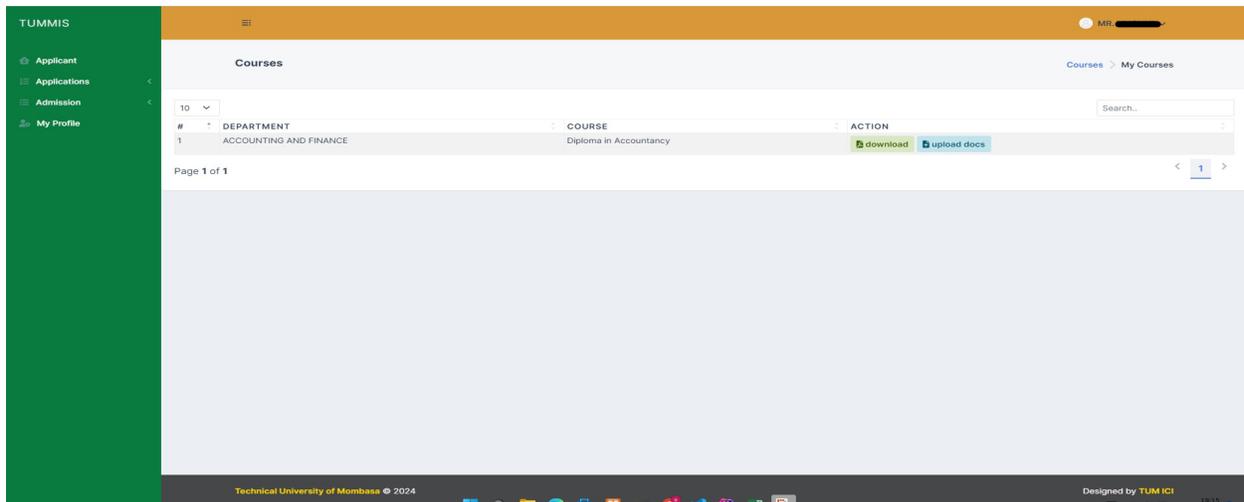

Computer version

Phone version

To download your admission letter click on **"MY APPLICATIONS"** button which will redirect you to download page.


Click on the download button to download your admission letter.

2.0 UPLOAD ADMISSION DOCUMENTS TO TUMMIS SYSTEM

After successfully downloading the form from, you are required to fully fill your admission letter as required and then upload to TUMMIS system as well as sent a copy of the scanned document to the email attached in your admission letter.

Details of what to upload and how to upload the document are provided within TUMMIS under the **"ADMISSION → Request Admission"** menu
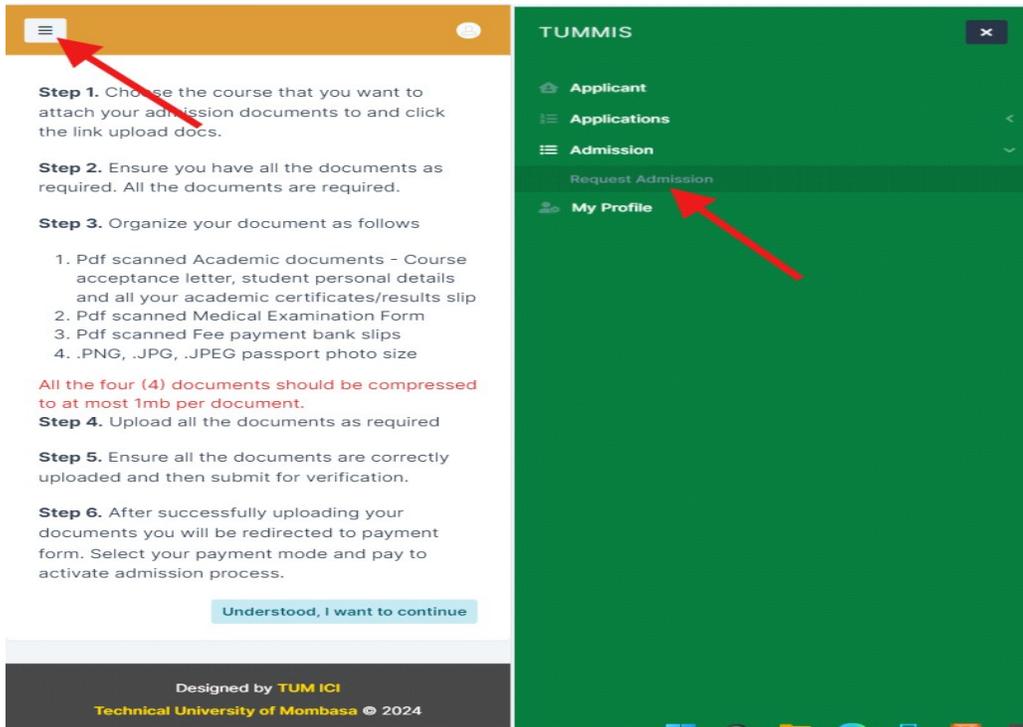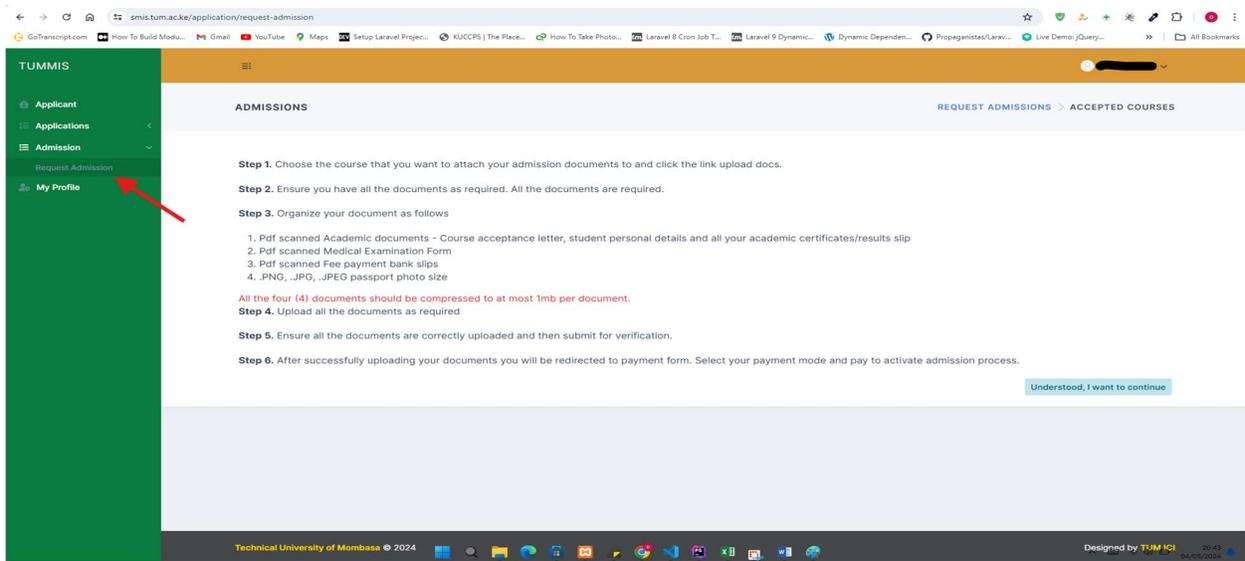
To access the page on your phone you will need to click on the three bars on the top left corner to access the application menu as shown above. After reading the instruction you click the button "**Understood, I want to continue**". On the next page, click on "**upload docs**" to proceed to uploading your documents. You can always go back to review the instructions if needed.

Step 1

Scan all the document as required by the system

Step 2

Upload the documents to the system as outlined below.
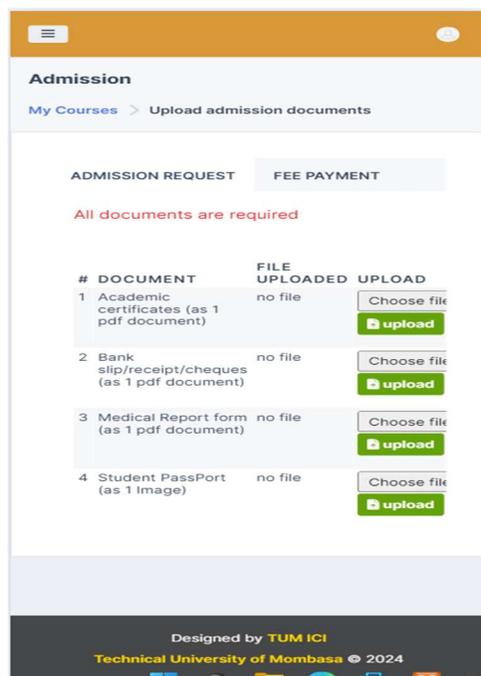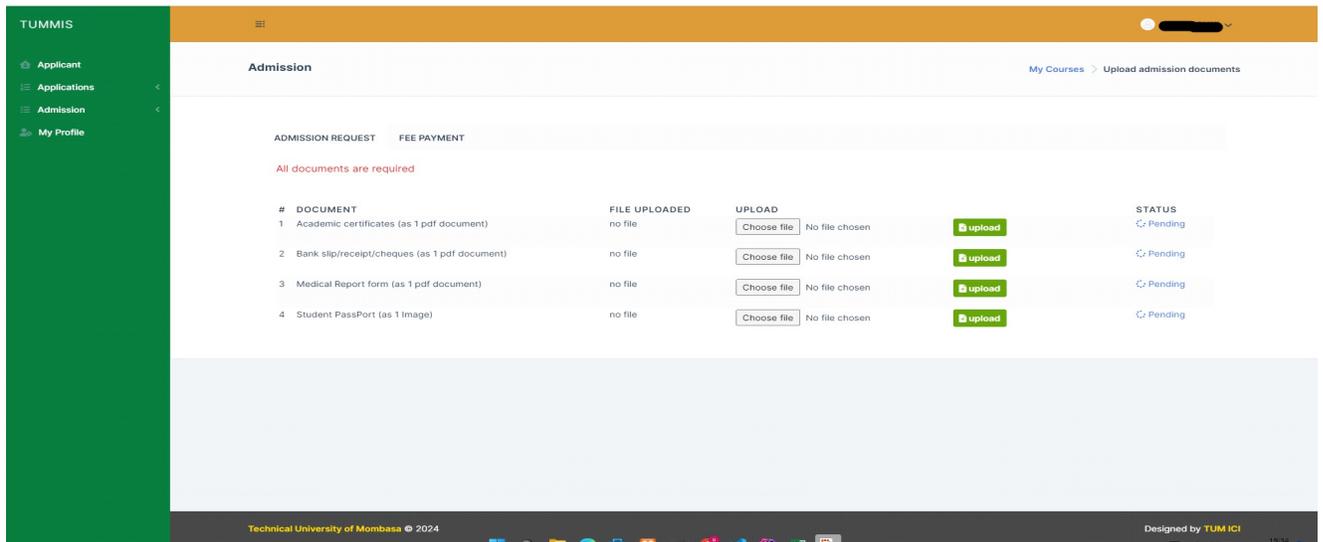
NB: Kindly ensure that you upload the documents correctly to avoid rejection of your uploaded documents.

3.0 FEES PAYMENTS

As informed on your admission letter that all payments of school fees must go through the system, the following steps must be followed.

Step 1. Ensure that you have uploaded all your documents correctly and you have clicked on the submit button that appears once you successfully upload all your documents.

Step 2. Click on the Fee payment tab as shown above.

Once you press the proceed to pay button, you will be taken to another page to choose the mode you want to use for paying the school fee, you will see a page like this

After choosing mode of payment, if you are paying through M-pesa click on M-pesa option you will see this form

M-pesa payment

Pay Using M-PESA	KES 1

1. Click here to receive M-PESA Menu
2. Enter your M-PESA PIN and click OK
3. You will receive a confirmation SMS from M-PESA

After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below

1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number **222222**
4. Enter Account Number **QBZDLWA**
5. Enter the amount **1.00**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

Cancel   Complete

To pay with the bank use the "**ACCOUNT NUMBER**".

By following the above steps you will have successfully downloaded your admission letter, requested for admission and paid your school fees. For more information or in case of any problems contact us through our email, smis@tum.ac.ke

Thank you, and welcome to the only university at the sea level.