



ADMISSION LETTER DOWNLOAD GUIDE FOR DEGREE/DIPLOMA KUCCPS PLACED STUDENTS FOR 2023/2024 CYCLE

To download the admission letter as a KUCCPS placed student,
follow the steps below. On TUM website, click tab **KUCCPS download of admission letter**

***Only for those place by KUCCPS.**

Please use your index number to login as indicated.

TECHNICAL UNIVERSITY OF MOMBASA

Your KCSE Index No
INDEX NUMBER/YEAR i.e 0123456789/2020

Should be KCSE INDEX
NUMBER/YEAR
(0123456789/2020)

SIGN IN

Step 1:
Enter the index number
(Please adhere to the format
indicated)

Step 2
Click Sign In button to
login

Note* (Admission Letter Download Screen)**

The following screen will prompt you to download the letter

TUM(MAIN CAMPUS)

Course Applicant

Personal Details

Academic Profile

My Applications/Admission

MY COURSE APPLICATION (1 RECORD)

CONGRATULATIONS! You have been admitted for Certificate in Business Management. Do you want to Download the Admission Letter Now?

DOWNLOAD NOW

READY DOWNLOADED

LATER

Step 3
Click Download Now button to
download your admission



Note* (Missing Details Screen)**

In case some of your details are missing, this screen will prompt you to provide/edit more details

TECHNICAL UNIVERSITY OF MOMBASA
TECHNICAL UNIVERSITY OF MOMBASA
Online Course Application

Programme/Course Interested

Preferred Campus(Select)*
[SELECT A CAMPUS/CENTER]

Preferred Intake(Select)*
None

Preferred Attendance(Select)*
None

Level of Study(Select)*
ALL

Stage/Year/Module
1

Programme/Course(Select)*
Programme/Course(Select)*

Note* Displays read only information about your:**

- *Placed Campus of study*
- *Course Intake Period*
- *Course mode of attendance*
- *Level of study i.e Diploma, Undergraduate etc*
- *Stage/year/Module of study*
- *Programme/Course*

Step 4:

Verify/Enter your Personal Details here appropriately as prompted

Personal Details

First Name*

Middle Name

Surname*

Living with Disability

Title*
[SELECT]

Gender*
[SELECT]

Date of Birth*(Click Here)
17-Jul-2015

Nationality*

National ID/Passport No*

KCSE Index
INDEX NUMBER/YEAR i.e 0123456789/2020

KCPE Index

County/State/Province

Country/District

Note***

Do scroll to view incase this section is not in your view



Step 5:
Enter/edit your Contact Details as indicated

Applicant Contacts:

Address*

C/O

Town*

Email*

Mobile Phone*

Alternate Mobile Phone

Step 6:
Enter your Next of Kin Details as indicated

Next Of Kin:

Next of Kin Name*

Relationship

Address*

NOK Town*

Email

Mobile Phone

Phone



Step 7:
Scan and attach the required/mandatory document(s).
Only pdf format allowed

Note* (only pdf format)**
Combine the scanned document as one. i.e. the academic certificates/Result slip, National ID/Passport/Birth certificate etc

Academic Certificate(s) Attachment(Combined in one PDF file format):*

No Attachment Choose File No file chosen

How did you know about Us:
How did you know about Us:

SUBMIT CLEAR CANCEL

Step 8
Enter or select how you came to know the institution

Step 9
Click Submit button to complete the application

The following screen will appear if the submission was successful.

TUM(MAIN CAMPUS)

Course Applicant

Personal Details MY COURSE APPLICATION (1 RECORD) VIEW OFFER LETTER JOIN AMEND

Academic Profile

My Applications/Admission

#	PROG. TITLE	INTAKE	APP. REF.	STATUS	STATUS REASON
1	Certificate in Business Management(CBM-2F-2022-5 FT)	September 2022	APPV-2022/11/1264/CBM/1385730	APP. ACCEPTED	

Please check the download folder for the admission letter
The file name is AdmissionLetter_Out.pdf.