

The innovative university for inclusive prosperity

Application Guide

Your Ultimate Application Guide

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Account Creation

Instruction: Go to: https://admissions.ouk.ac.ke/

CUK				
Velcome to Open University	of Kenya		Welcome!	
Login		I	Don't have an account?	
Email address				
Password	Ŕ		Signup	
Login				
Forgot password? <u>Click H</u>	lere			

Instruction: To begin, click on "Sign Up" if you're new to the platform.

Welcome to Open University of Kenya Signup First Name OUK List Name STUDENT Email oukstudent@students.ouk.ac.ke LKPAIX LK9AIX LK9AX			
First Name OUK Last Name STUDENT Email oukstudent @students.ouk.ac.ke	Welcome to Open University of Kenya Signup		Websersel
ukstudent@students.ouk.ac.ke	First Name OUK Last Name STUDENT Email	Alre	Welcome! eady have an account? _{Login}
	ukstudent@students.ouk.ac.ke		

				Your registration has been × vour registration has been ×
				email for login credentials.
Velcome to Open Uni	iversity of Kenya		Welcome!	
Logir	ı		Don't have an accoun	t?
Email address				
				_
Password	Ŕ		Signup	
Login				
Forgot password?	? Click Here			

Instruction: After completing the required fields and clicking "**Sign Up**," check your email for your account credentials.



Instruction: Log in using the credentials provided in the email by clicking "Login."

	K	
Welcome to Open Univ	versity of Kenya	Welcome!
Login		Don't have an account?
Email address		
Deserved		Signup
Passwora	<i>A</i>	
Login		
Forgot password?	Click Here	

Instruction: Upon logging in, create a new password.

New Password Password must contain the following: ✓ A lowercase letter ✓ A capital (uppercase) letter ✓ A number ✓ A SpecialCharacter
Password must contain the following: A lowercase letter A capital (uppercase) letter A number A SpecialCharacter
 Minimum 8 characters
Confirm Password
Submit

Instruction: After successful login, you'll land on a page where you'll find a form. Ensure to fill in all required fields, including the Prior Learning (RPL) section. Click **"Submit to Admission**" once done.

	Personal Details	Name			
Dashboard	Biographical Information	First name *	OUK		
	Next of Kin/ Emergency	Middle name			
My Application	Contact	Last name *	STUDENT		
		Address			
Fees Accounts		Country of Residence *	Kenya	~	
s=		County *	Select	~	
vailable Programs		Sub County *	Select	~	
		Constituency *	Select	~	
Personal Info		Postal Address	P.O.Box		
		Physical Address			
		Postal Code			
studentship		City/Town			
		Email			
Courses		Current Email *	oukstudent@students.ouk.ac.ke		
× .		Telephone Numbers			
Examination		Mobile Number 1 *	+ 254 ~	Ex : 712345678, do not start with 0	
		Mobile Number 2	+ 254 🗸 🗸	Ex : 712345678, do not start with 0	
User Guide					Next
CUK <	Is a public univer	sity that was established and Chartere global citizens in the 21s	ed in 2023. We aim to provide inclusive and fle It century. At OUK admissions, we recruit and e of Kenya	xible high quality higher education opp enroll diverse class of students.	contunities suited for Quse Of St
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Programme Application

Instruction: After creating your account, navigate to "**Available Programs**" and select your desired program. Click "**Apply**."



Instruction: Upon clicking "Apply Now," you'll be directed to the program's application form.

	Program Selection	What would you like to study?			
Dashboard	Education Background	Application Type *	Undergraduate	~	
2	Work Experience	*	(e.g. Undergraduate or Postgraduate)	and Digital Foronaioa	
My Application	Recommendations	Programme Basic Education System		and Digital Polensics	
	Review and Submit	,,,,,,	(e.g. education system that describes yo	our secondary school education	
Fees Accounts		Mean Grade	journey)		
×=		Programme Cluster	(for undergraduates provide relevant clu	ister subjects and grades based on	
			KUCCPS guidelines)		
			Subject Name(eg MAT)	Grade obta	lined
				• A	
			PHY - Physics	~ A-	
Studentship				~ A	~
studentship		CLUSTER SUBJECT 4	ENG – English	~ A-	~
>		English *	Intermediate		
Courses		Computing Skills*	(your language proticiency level in both	speaking and writing)	
			(describe your computer handling skills)		
Examination		Previous			Next
	Is a public university	that was established and Chartered in 2 citizens in the 21st cent	023. We aim to provide inclusive and flexible (ury. At OUK admissions, we recruit and enroll	high quality higher education oppo diverse class of students.	rtunities suited for the gl
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Instruction: Under "Education Background," add and save your records before proceeding. You can add multiple records.

CUK	<		The Open Ur	iversity of I	Cenyo	a								CUK Stud
Dashboard	Prog Educ Docc Work Reco Revie	ram Selection ation Background ments Upload Experience mmendations w and Submit	Education Backe Institution Name* Country Level of Study* Qualifications Attain Start Year* End Year* Examination Number number*	ground hed * r e.g. KCSE index		Select e.g. Primary Sc Select	hool, F	tigh School, t	Certificate	Diplomo	, Degree, Masters	~		
Studentship			Institution	Level of	Qual Attai	ifications ned	₽	Start Date	t↓ ¢ Er Di	d 📬	KCSE Inde Number	x ^{↑↓}	Action	†↓ ¢
> Courses			OUK HIGH SCHOOL	High School	KCSE		*	2015	20	8	1234567890)	Edit	Remove
Examination >			Showing 1 to 1 of 1 er	tries								Pre	evious 1	Next
User Guide	0 *16	ls a public university #	nat was established an	d Chartered in 201	23 We a	im to provide	inclu	isive and fl	avible bir	haudi	w higher educe	tion on	nortunities	suited for th

Instruction: Upload the necessary documents as instructed.

			JU
Dashboard	Program Selection Education Background Documents Upload Work Experience Recommendations Review and Submit	Education supporting documents upload Upload CERTIFIED Copies * Are you applying for Recognition of Prior Learning (RPL)? * Upload your Portfolio Documents	Choose file OUK Sample Upload File.pdf Remove (The previous education support documents should be scanned and uploaded.)
Studentship > Courses > Examination > User Guide			No file chosen

CUK	•		The Open University (of Kenya			CUK	OUK Student
Dashboard		Program Selection Education Background Documents Upload Work Experience Recommendations Review and Submit	Working/Job Experience Company/Employer Start Date End date Designation	Year 2024 Year 2024 Add a No Recor	Month Month and Save ds to display	Day Day		
Personal Info E Studentship Courses Examination User Guide	> > >		Previous				Ν	ext
		Is a public university	that was established and Chartered in citizens in the 21st ce	n 2023. We aim to provide inclusi entury. At OUK admissions, we re	ve and flexible high quality hi cruit and enroll diverse class	igher education opport of students.	unities suited	l for the globa

CUK	<		The Open Univer	sity of Kenya	1					CUK	OUK Student
Dashboard		Program Selection Education Background Documents Upload Work Experience Recommendations Review and Submit	Recommendations Full Name * Organization* Mobile Number City/Town Nationality	((((OUK OUK Sele Konz	Recommender : htt country code za nyan	~	712345678			
Available Programs	>		Email Address Show 10 ~ entries Full Name 14 OUK Recommender	Organization	oukr	Add and So Add and So Mobile Number +336 712345678	c.ke ave	Search: Email Address [†] oukrecommender@ouk.ac.ke	Action	emove	
Studentship Courses	>		Showing 1 to 1 of 1 entries Previous						Previous	1 Nex	kt
Examination User Guide	>										

K Is a public university that was established and Chartered in 2023. We aim to provide inclusive and flexible high quality higher education opportunities suited for the global citizens in the 21st century. At OUK admissions, we recruit and enroll diverse class of students.

Instruction: Fill in all mandatory fields with accurate information. Confirm your application, then click "Save and Preview" before submitting.

CUK		The Open University of Kenya	CICK OUK Student
Dashboard My Application		Program Selection Education Background Documents Upload Review and submit Work Experience Recommendations Review and Submit Save & Preview	
Fees Accounts		Previous	Submit & Pay
Personal Info	>		
E Studentship	>		
Courses	>		
Examination	>		
User Guide			
		Is a public university that was established and Chartered in 2023. We aim to provide inclusive and flexible high quality higher education opportu citizens in the 21st century. At OUK admissions, we recruit and enroll diverse class of students.	nities suited for the glob

Preview Screen

	CU	Κ	
	OPEN UNIV	ERSITY	
	— OF KEN	IYA —	
P.O. BOX 2440-00606 NA	ROBI, KENYA TELEPHONE: 02020	00211/0202000212 EMAIL: adm	issions@ouk.ac.ke
	OUK Admissi	ons Office	
	STUDENT APPLICATIO	ON ONLINE FORM	
(A) PERSONAL D	ETAILS		
First Name	: OUK	Middle Name	: TEST
Last Name	: STUDENT	Country of Residence	: Kenya
County	: Baringo	Postal Address	: 12345
Sub County	: Baringo Central	Constituency	: ELDAMA RAVINE
Physical Address	: 12345	Postal Code	: 12345
Town/City	:	Current Email	: oukstudent@students.ouk.ac.ke
Mobile Number 1	: + 254 712345678	Mobile Number 2	: + 254 712345678
(B) Biographica	l Information		
Gender	: Male	Date of Birth	: 2000-01-01
Marital Status	: Others	Birth Country	: Kenya
Nationality	: Kenyan	Identification Document Type	: National ID
National ID	: 12345678		
(C) program se	lection		

Instruction: Upon submission, proceed to the payment process. Click "Submit" and complete the payment, using M-Pesa as an example.

CLK	<	The Open University of	Kenya	CUK Student
	17	Payment		
Dashboard		Student Name *	: оик	
2		Amount *	÷ 1	
My Application		Mobile Number *	: 712345678	
Fees Accounts		Currency *	: Kes	
¥≡				Back Submit
Available Programs				
> Personal Info				
Studentship				
Courses >				
Examination >				
User Guide				
	C	Is a public university that was established and Chartered in global citizens in the 21st ce	2023. We aim to provide inclusive and flexible high quality higher education op ntury. At OUK admissions, we recruit and enroll diverse class of students.	pportunities suited for the

Select payment option:

CUK	< The Open University of	The Open University of Kenya						
		OUK,						
Dashboard	PAYMENT REF AKRYLVR	TOTAL BILL KES 1.00						
My Application	Select Payment Mode							
Fees Accounts	Pesaflow Direct	Consolidated Bank						
Available Programs	EQUITY BANK	Mpesa						
Personal Info	l&M Bank	Kenya Commercial Bank						
Ξ.	Airtel Money	Co-operative Bank (KES)						
Studentship	RTGS	National Bank						
Courses >	Absa Bank	Debit/Credit/Prepaid Card						
Examination >	JamboPay	Diamond Trust Bank						
	Stanbic Bank							
User Guide								
	Is a public university that was established and Chartered global citizens in the 21st of	in 2023. We aim to provide inclusive and flexible h century. At OUK admissions, we recruit and enroll c	igh quality higher education opportunities suited for the liverse class of students.					



Instruction: Mpesa payment screens



Instruction: Click "Complete" once payment is finalized.



Payment Successful
Go To Home

Instruction: After successful completion, click "Go Home" to return to the main page.

Registration Process

Instruction: Your application status will show as "**SUBMITTED**." Await confirmation from the admissions office via email.

CUK	<	C	The Open University of Kenya								
		Appli	ication								
Dashboard		Show (10 v entries				Search:				
		Prog	tigramme Name	Application ¹¹ Fee	Fee Payment 🕺	Application Status	Edit/Update	Application 🛱 Form			
		Ba	chelor of Science in Cybersecurity and Digital Forensics	NA		SUBMITTED		View			
Fees Accounts		Showing	g I to I of I entries					Previous 1 Next			
ĭ≡											
Available Programs											
Personal Info	>										
Studentship	>										
	>							Search Programme			
Courses						50, VING	ALGERTHI-	AAA VER			
Examination	>			TO A			۵) <u>الله</u>	eTINETUNE			
User Guide				K.	DQ		DATA SCIENCE				
		CUK	Is a public university that was established a	and Chartered in 2023. V	le aim to provide inclusi t OUK admissions, we red	ve and flexible high qual	ity higher education lass of students	opportunities suited for the			

Instruction: Once confirmed, your application status will change to "ADMITTED."

CUK	<	The Open University of Kenya							
		Application							
Dashboard		Show 10 v entries				Search:			
2		t Programme Name	Application 1 Fee	Fee Payment 🐴 Status	Application Status	t↓ Edit/Update ^{†↓}	Application 🗍 Form 🔶		
		Bachelor of Science in Cybersecurity and Digital Forensics	NA		ADMITED		View		
Fees Accounts		Showing 1 to 1 of 1 entries					Previous 1 Next		
<pre>#</pre>									
vailable Programs									
Personal Info	>								
	>								
Studentship							Search Programme		
Courses	>								
Examination	>						RAL VIES GERRETURE		
User Guide			E	200		BATA SCIENCE			

Instruction: Access "Studentship > My Student Registration" from the main menu.



Instruction: If accepting, click "**Accept & Pay**" and follow the payment process. An email will be sent confirming the completion of the payment process.



Instruction: Once payment is confirmed, your application status will update to "Accepted."

CUK	<	The Open University of Kenya							
		Registration							
Dashboard		Programme Name	Admission Letter	Acceptance	Registration	Registration Status	Payment		
My Application		Bachelor of Science in Cybersecurity and Digital Forensics	Download	Accepted	Register				
Fees Accounts									
Available Programs									
Personal Info	>								
Studentship	>								
Courses	>								
Examination	>								
User Guide									
		Is a public university that was established and Chartered in citizens in the 21st cer	2023. We aim to provide ntury. At OUK admissions	inclusive and flexi s, we recruit and en	ole high quality hig roll diverse class o	her education opportuniti f students.	es suited for the gl		

Instruction: Click on "Register" to complete the registration process by filling out the registration form provided.

CUK	Registration Form			×	CIK OUK Student
Dashboard Deshboard My Application Fees Accounts Yes Available Programs	Personal Details Biographical Information Next of Kin/ Emergency Contact Education Background Documents Upload Review and Submit	Name First name * Middle name Last name * Program Details Registration number * Program Name School*	OUK TEST STUDENT ST02/55943/2023 Bachelor of Science in Cybersecurity and Digital Forensics School of Science and Technology		n Status Payment
Personal Info Studentship Courses Examination Courses		Country of Residence * County * Sub County * Constituency * Postal Address Physical Address Postal Code City/Town Email Current Email *	Kenya ~ Kenya ~ Baringo Central ~ ELDAMA RAVINE ~ 12345 12345 12345		
User Guide		OUK Email Telephone Numbers	ST02559432023@students.ouk.ac.ke		opportunities suited for the global

CCK Registration F			×	CUK Student
Personal Details Dashboard	Biographical Information	Male		on Status Payment
My Application Education	Date of Birth * Marital Status	Year Month Day 2000 > 1 2 Others >	~	
Fees Accounts Documents Uploa Review and Subm	Birth Country * d Orphan * t Disability *	Kenyα ~ No ~ Oyes ONo		
Available Programs Personal Info	Passport Size Photograph (only file format .jpeg or .png allowed) * Citizenship Information	Choose file No file chosen Remove _6ef0d763-9714-4444-a330- be5612990822_OUK-EnhancedLogo.jpg		
Studentship	Nationality * Identification Document Type *	Kenyan ~ National ID ~		
Courses >	Identification Document Number * Identification Document Upload (Only file format PDF allowed)*	12345678 Choose file OUK Sample P_ Upload File.pdf Remove _abf4e466-db59-4659-b53e- 5a1b17c22895_OUK Sample Portfolio Upload File.pdf		
User Guide	Previous		No file chosen Next	opportunities suited for the global

Instruction: After completing the registration, await approval from the admissions office. Once approved, your application status will reflect the approval, as shown below.

CUK	<	The Open University of Kenya							
		Registration							
Dashboard		Programme Name	Admission Letter	Acceptance	Registration	Registration Status	Payment		
My Application		Bachelor of Science in Cybersecurity and Digital Forensics		Accepted	Register	Registration Approved			
Fees Accounts									
Available Programs									
Personal Info									
Studentship									
Courses >									
> Examination									
User Guide									
	C	Is a public university that was established and Chartered in : citizens in the 21st cen	2023. We aim to provide tury. At OUK admission:	e inclusive and flex s, we recruit and e	ible high quality h nroll diverse class	igher education opportunitie of students.	s suited for the glo		

Instruction: Upon approval, navigate to "**Studentship** > **Session Registration**" from the main menu.

CUK	<	C The Open University of Kenya						
Dashboard Dashboard	My Student Registration Session Registration Call Off Inter/Intra Transfer	e in Cybersecurity and Digital Forensics	Admission Letter	Accepted	Registration	Registration Status Registration Approved	Payment	
		ersity that was established and Chartered in citizens in the 21st ce	12023. We aim to provide ntury. At OUK admission:	e inclusive and flex s, we recruit and e	nroll diverse class	igner education opportunitie of students.	s suited for the globo	

Instruction: Click "**Add**" and select your program, then save your selection.

CXK	1				OUK
			Create	×	Student
	Session Reg	Academic Year	2023-2024		
		Programme	Select	~	
Dashboard		Level	Select	~	Add
2		Semester	Select	~	
My Application		Mode Of Study	Semester	~	
Fees Accounts				Save Close	
ž					
Available Programs					
8.					
Personal Info					
Studentship					
Courses					
Examination					
User Guide					
		c university that was established and	d Chartered in 2023. We aim to provide inclusive	and flexible high quality higher	education opportunities suited for the global
		citizens	s in the 21st century. At OUK admissions, we recru	it and enroll diverse class of st	udents.

Instruction: After saving, you'll be prompted to proceed with payment. Click "**Pay**" and complete the payment process.

CUK	< The Open University of Kenya	OUK Student
	Session Registration	
Dashboard		Add
2	Show 10 ventries Search: (
My Application	Name The Academic Year The Level The Semester The Programme The Actio	n 🐪 Payment 🐪
	OUK STUDENT 2023-2024 1st Year 1 Bachelor of Science in Cybersecurity and Digital Forensics	Ραγ
Fees Accounts	Showing 1 to 1 of 1 entries	Previous 1 Next
¥≡		
Available Programs		
Personal Info		
Studentship		
Courses >		
> Examination		
User Guide		
	Is a public university that was established and Chartered in 2023. We aim to provide inclusive and flexible high quality higher education opportive citizens in the 21st century. At OUK admissions, we recruit and enroll diverse class of students.	rtunities suited for the global

Course Registration

Instruction: Proceed to the "Course" section to register for your courses. Select your desired courses and click "**Register**."

CUK	<		The Op	oen Universit	y of Kenya			CUK	OUK Student
Dashboard		My Programm	Bachelor of Scier	nce in Cybe					
2		с	Courses Offered		Courses Registered		Confirmed Cou	rses	
My Application		Show 10 v er	ntries				Search:		\supset
Fees Accounts		Level 🕻	Semester 🐴	Code 🐴	Title 🖧	Credits 🐴	Instructor 🐴	Select	tiţ
\$ =		lst Year	1	MM374	Marketing Management	45			
Available Programs		lst Year	1	DPRI/A001	Internship/ Attachment	45			
		lst Year	1	CMTTA001	Theater Arts	45			
Personal Info		1st Year	1	MW033	Media writing	45			
E		lst Year	1	AV535	Audi Visual	45			
Studentship		Showing 1 to 5 of	5 entries		Register		Prev	rious 1	Next
Courses									
Examination >									
User Guide									
	CL	Is a public	university that was estat	lished and Chartere citizens in the 21s	ed in 2023. We aim to provide inclusive and st century. At OUK admissions, we recruit a	d flexible high quality nd enroll diverse cla	v higher education oppor ss of students.	tunities suite	d for the globe

Instruction:After successful registration, navigate to the "**Registered Courses**" tab. Here, select the courses you can pay for. The payment will be deducted from your account.

Dashboard		My Program	Bachelor of	Science in Cybe						
2			Courses Offered		Cours	es Registered		Co	nfirmed Cou	rses
ees Accounts		Show 10 y	entries	Ť	1	1	tl.		Availal Search:	ble Amount- 2 KES
žΞ		Level	Semester	Code	Title 🗳	Credits 🗳	Status 4	Instructor	Cost	All
ilable Programs		1st Year	1	AV535	Audi Visual	45	Registered	1	1 KES	0
-	>	1st Year	1	MW033	Media writing	45	Registered		1 KES	
Personal Info		1st Year	1	CMTTA001	Theater Arts	45	Registered		1 KES	
E Studentship	>	lst Year	1	DPRI/A001	Internship/ Attachment	45	Registered		1 KES	
	>	lst Year	1	ММ374	Marketing Management	45	Registered		1 KES	
Courses		Showing 1 to 5	of 5 entries						Pre	vious 1 Next
Examination	>				Pay Now	Request for exe	emption			

Instruction:Once payment is confirmed, move to the "**Confirmed Courses**" tab. Here, you'll find the courses you've paid for and confirmed.

CUK		The Open University of Kenya									CLK	OUK Stude	
Dashboard		My Program	me : Bachelor of S	cience in Cybe									
My Application			Courses Offered		Course	es Registered	d			Confirme	d Cour	ses	
		Show 10 >	entries							Sear	ch: 🤇		
Fees Accounts		Level	[†] Semester	[†] \ <mark>∳</mark> Code [†]	🔶 Title 🐴	Credits	îJ∳	Status	îl	Instructor	îl∳	Grade	ti∳
žΞ		1st Year	1	AV535	Audi Visual	45		Confirmed					
Available Programs		1st Year	1	MW033	Media writing	45		Confirmed					
Personal Info	>	Showing 1 to 2	of 2 entries								Prev	ious 1	Next
Studentship	>												
Courses	>												
Examination	>												
User Guide				• • • •		Options ~ Capto	ure						
		CCK Is a publi	c university that was e	stablished and Charte	red in 2023. We air	n to provide inc	clusive (and flexible high	quali	ty higher educatio	on oppor	tunities suite	d for th