



THE OPEN UNIVERSITY OF KENYA

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Student Application Manual

1. Sign up and Login

The first step as a new student is to sign up, whereby you enter your First Name, Last Name and Email address, complete the Captcha verification, then submit.

A screenshot of the student application signup form. At the top center is the OUK logo. Below it, the text reads "Welcome to Open University of Kenya" followed by "Signup". There are three input fields: "First Name", "Last Name", and "Email". Below these is a Captcha verification section with the "BK2aCu" logo and the text "Enter Captcha" next to an input field. At the bottom is a large orange button labeled "Signup".

OUK

Welcome to Open University of Kenya

Signup

First Name

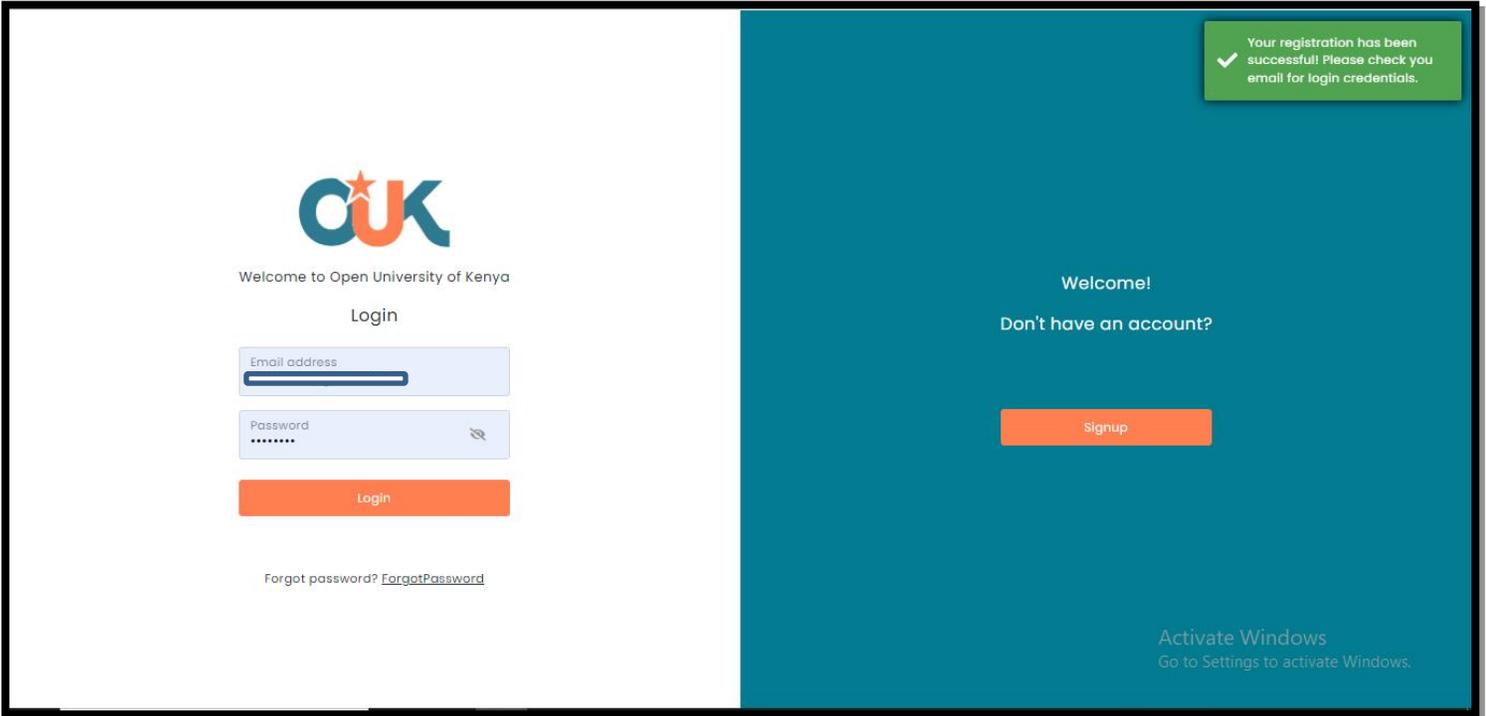
Last Name

Email

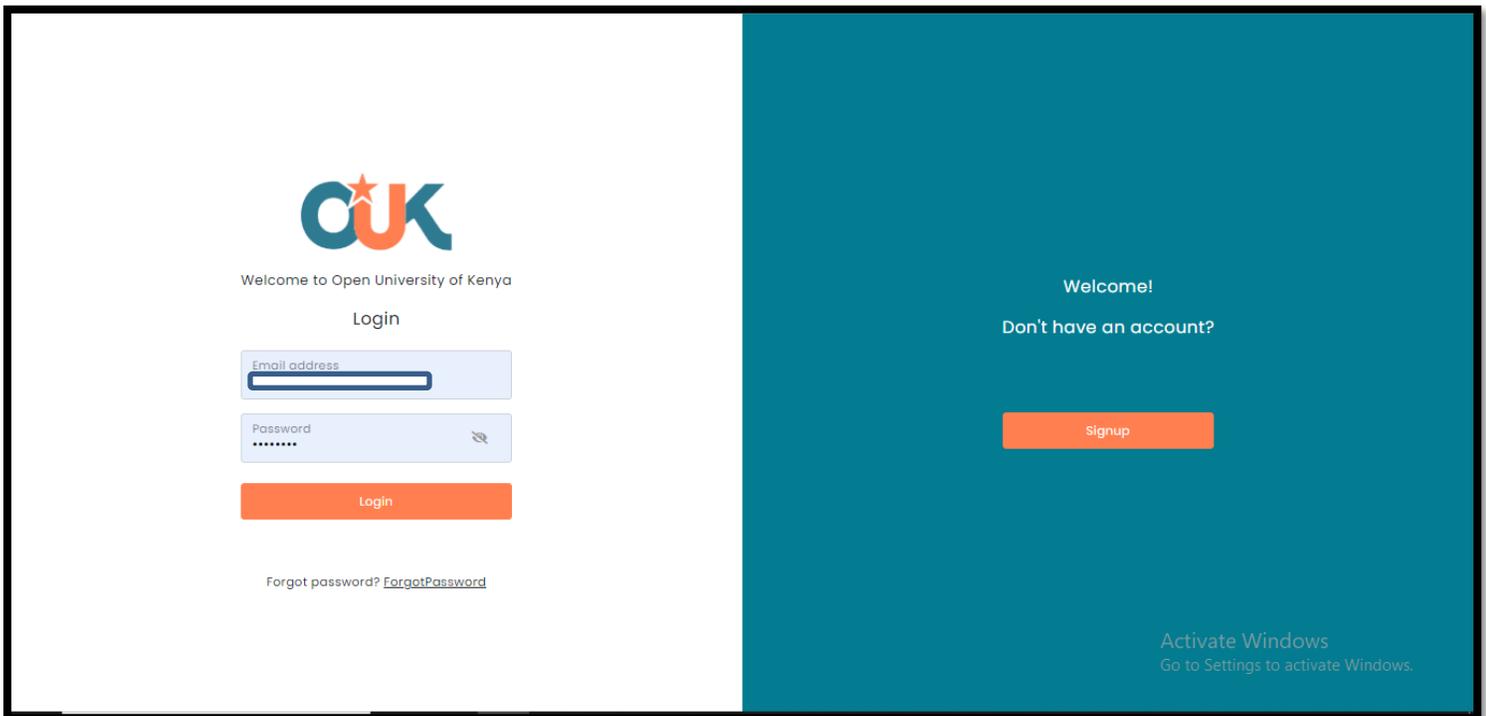
BK2aCu Enter Captcha

Signup

Upon successful Sign Up, you get a pop up that states that “a confirmation email has been sent to you with your log in credentials”.

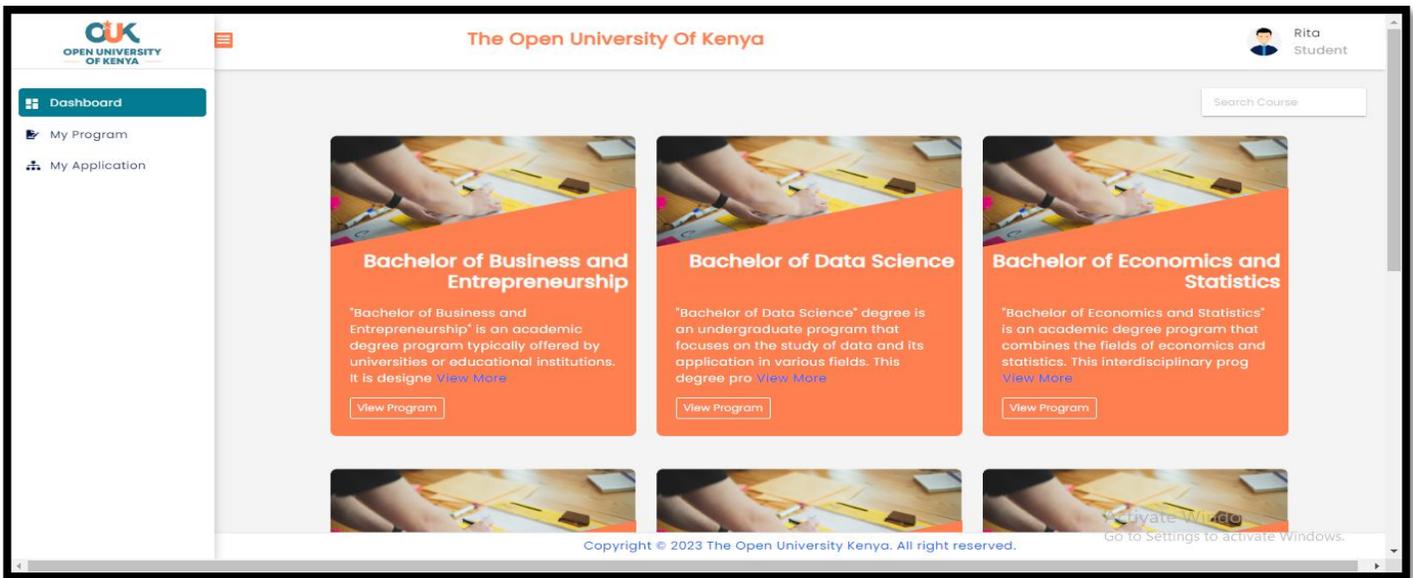


After sign up, you now log in with the new credentials sent to you email. You then login with the credentials received.

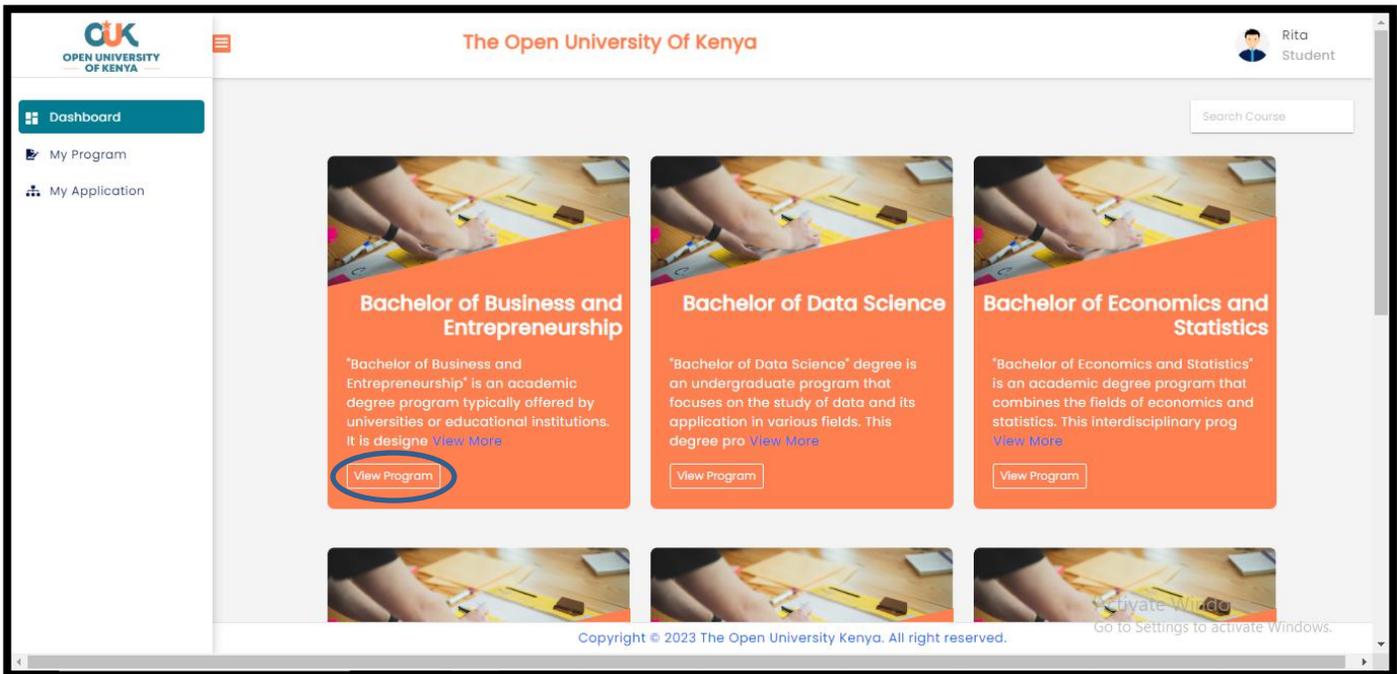


2. Student Application Process

To apply as a student in the OUK, you log in with your assigned credentials and find the list of programs on the dashboard.



Navigate the offered programs and select view program on your selected program.



Click on the Apply now button to fill up the Application form.

The screenshot shows the user interface of The Open University of Kenya. The header includes the university logo and name, and the user's profile (Rita Student). The main content area features a card for the 'Bachelor of Business and Entrepreneurship' program, which includes a description and a prominent 'Apply Now' button circled in blue. A sidebar on the left contains navigation options like 'Dashboard', 'My Program', and 'My Application'. A footer contains copyright information and a Windows activation notice.

On Clicking Apply now, you will find the Application form, which you are required to fill out.

Upon completion of the form, you can save and preview your form to cross-check that you have entered the correct information.

The screenshot displays the application form for The Open University of Kenya. The form is divided into several sections: 'Personal Details', 'Biographical Information', 'Next of Kin/ Emergency Contact', 'Education Background', 'Documents upload', 'program selection', 'Work Experience', 'Recommendations', and 'Review and submit'. The 'Personal Details' section is currently active and contains the following fields:

- Name**
 - First name *: Rita
 - Middle name: Mumbua
 - Last name *: Mutisya
- Address**
 - Country of Residence *: Kenya (dropdown menu)
 - Postal Address: P.O.Box
 - Physical Address: [empty field]
 - Postal Code: [empty field]
 - City/Town: [empty field]
- Email**
 - Current Email *: wrierimumbua43@gmail.com
- Telephone Numbers**: [empty field]

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Personal Details Biographical Information Next of Kin/ Emergency Contact Education Background Documents upload program selection

Work Experience Recommendations **Review and submit**

Review and submit

Remember that once you submit your application you cannot make any additional changes or view the application.

Review your filled application form here

Save & Preview

Previous **Submit to Admissions**

Once you are content with your form, **Submit to Admissions**.