

Admissions Checklist

Please come with the following on the day of admission: 2 Copies of Admission letter, Copy of Acceptance Form-Filled, 4 Copies of Personal Details Form with 4 passport size photographs attached- filled/signed, Copy of Medical Examination Form-Dully Filled/signed, Copy of Student Declaration form- Dully filled/signed, Copy of Admission Checklist Form-Filled, Copy of Downloaded Student Hand Book, Copy of National ID Card/Birth Certificate, Copy of KCSE result slip/certificate, Proof of medical insurance cover e.g. copy of NHIF card, Copy of Covid-19 Vaccination Certificate-If Vaccinated, Proof of fee payment i.e. fee deposit slip

Admission portal navigation procedures

NB: Students are expected to follow the following steps to download their Letters of Admission and Joining Instructions by themselves. This will enable them learn how to use the Admissions portal for self-Admission after reporting and start using the Students Portal for other student operations. Remember to fill and update your personal details in the Admissions Portal once you login. Please use a computer (laptop/desktop). Smartphones display a narrow view and some information may not be displayed.

1. Open a browser and visit Bomet University College Website <https://www.buc.ac.ke>
2. Point at the drop down arrow on the 'Students' tap at the top of the screen and click on 'KUCCPS Intake' Remember that you can alternatively just click on the message running across the screen when you open the BUC website on KUCCPS Students Admission.
3. On the window that opens, click on 'KUCCPS Students Admission' as shown below:

BUC Online

This online platform offers self services to people who wish to join Bomet University College.

Online Students Applications

KUCCPS Students Admission

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This online platform offers self-services to people who wish to join Bomet University College.

Online Students Applications KUCCPS Students Admission

4. On the window that appears, enter your KCSE index number/Year e.g. 123456789/2021 and sign in. Example is as shown below.

The screenshot shows a web browser window with the URL `admissions.buc.ac.ke/KuccpsLogin`. The page features the Bomet University College logo, which includes a shield with a sunburst, a book, and a banner that reads "Green University for Sustainability". Below the logo is a login form titled "KUCCPS Login". The form contains a label "K.C.S.E Index No (you index number/Year):" and a text input field with the placeholder text "Enter your K.C.S.E Index No ...". At the bottom of the form, there are two buttons: a blue "Home" button and an orange "Sign in" button.

5. After signing in, Click OK in the pop up window and you will see a dashboard with the following information:

- 1). Offer letter
- 2). Fee Structures
- 3). Joining Instructions

admissions.buc.ac.ke/kuccpspages/UpdateDetails

BUC Online

Dashboard

Offer Letter

Fee Structure

Joining Instructions

Settings

Update Your Personal Information

- > Personal Data
- > Family Information
- > Residence
- > Emergency Contact Persons
- > Academic background

Submit Update

You will be required to update your personal details leaving no blank space then you submit. Where you have no data, please write N/A. Note that the offer letter is your admission letter.

Download the following;

- 1). Fee structure for your Programme
- 2). Joining instructions (Admission forms BUCJI/1A, BUCJI/1B, BUCJI/2, BUCJI/3,
- 3). Student Declaration form)
- 4). Student Affairs guide
- 5). Admission Checklist Form
- 6). Admission/Orientation Programme
- 7). Student Handbook

You will be expected to complete filling the above documents and carry them on the day of admission.

NB: Write correct names and admission number when paying your fees.

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- 8). Copy of National ID Card/Birth Certificate
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