



**UNIVERSITY OF NAIROBI
CENTRE FOR SELF SPONSORED PROGRAMMES
(CESSP)**

ONLINE COURSE APPLICATION SYSTEM

HOW TO APPLY

Step 1: Visit the application website <http://application.uonbi.ac.ke>

Step 2: Registration and creation of user account

To register, you need an email address which will be validated during the registration process. Every applicant must create their own personal user account.

Step 3: Profile Management

Key-in your personal details and upload scanned copies of academic certificates and a passport photograph. Only when your profile is complete can you apply for the programme you wish to undertake.

Step 4: Programme Selection

Select and apply for the course you are interested in studying. You will be issued with a **REFERENCE NUMBER** and directed to pay the prescribed application fee. You can pay the application fees using:

- i. Credit/Debit Card
- ii. Mpesa Pay Bill
- iii. Direct Cash deposit at any KCB branch

Upon payment, you will receive a confirmation of the payment on the email address and phone registered in **Step 2**

Step 5: Application Tracking

Track the status of your application online through the system. Status alerts will be sent to your registered email address and phone number.

For any assistance and clarification please contact any of the following

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| 1. Academic Registrar- Admissions (for Undergraduate courses) | Tel: +254-20-318262 Ext. 28285/28213 Email: admission@uonbi.ac.ke |
| 2. Director, Board of Post Graduate Studies (for post graduate courses) | Telephone Number: 318262 Ext. 28267 Email: bps@uonbi.ac.ke |
| 3. Director, Center for Self-Sponsored Programmes (for all courses) | Head Office: (Tel: +254-20-2731861/2, 2726687 Email: cessp@uonbi.ac.ke, Academic Revenue office: (Tel: +254-20- 318262 Ext. 28366 D/L +254-20-2244680 Email: Cessp-g3@uonbi.ac.ke |