KCU APPLICANT PORTAL USER GUIDE

Login URL: https://apply.kcu.ac.ug/#/auth/login

Welcome

For first time users please register yourself.

LOGIN	REGISTER

Applicant ID/Email address

Password

Login

Forgot Password?

ACADEMIA
BY SEROSOFT
Version : Zoom 1.0.100
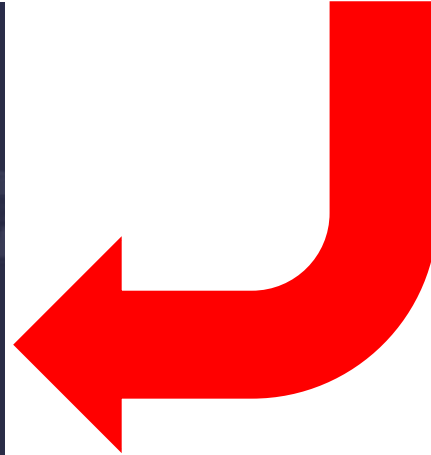
Clicking on this URL, you will be directed to this "LOGIN/REGISTER" page
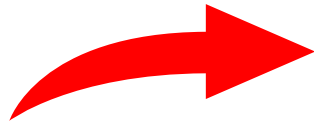
LOGIN	REGISTER
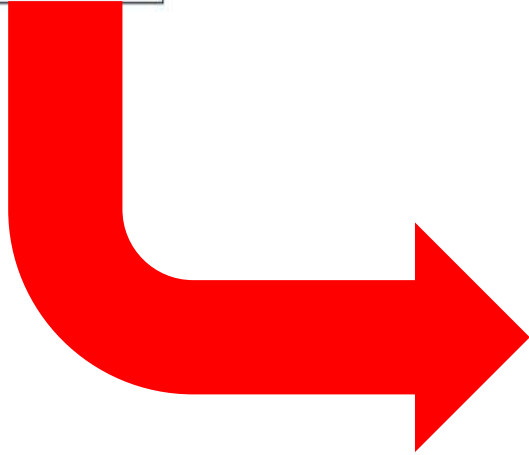
You need to enter your valid Email Address and create password.

CREATE AN ACCOUNT

INSTRUCTIONS

⦿ New Application

Title *
Select

First Name *
First Name

Middle Name
Middle Name

Last Name *
Last Name

DOB *
Year   Month   Day

Email Address *
Email Address

Mobile Number *
Select   Mobile Number

Are you a permanent resident?
○ Yes ⦿ No

ID Type *
Select

Identity Number *
Identity Number

Nationality *
Select

Correspondence Language *
Select

Create Password *
Create Password

Confirm Password *
Confirm Password

Save   Reset

GO TO APPLICANT PORTAL

What if I have already done "REGISTER" or what after "REGISTER" PROCESS

Well, in both conditions, you shall click on "LOGIN" button with your valid Email Address and password

LOGIN | REGISTER

Clicking on LOGIN will lead you to the below screen. You need to add details of Programme you want to apply for.
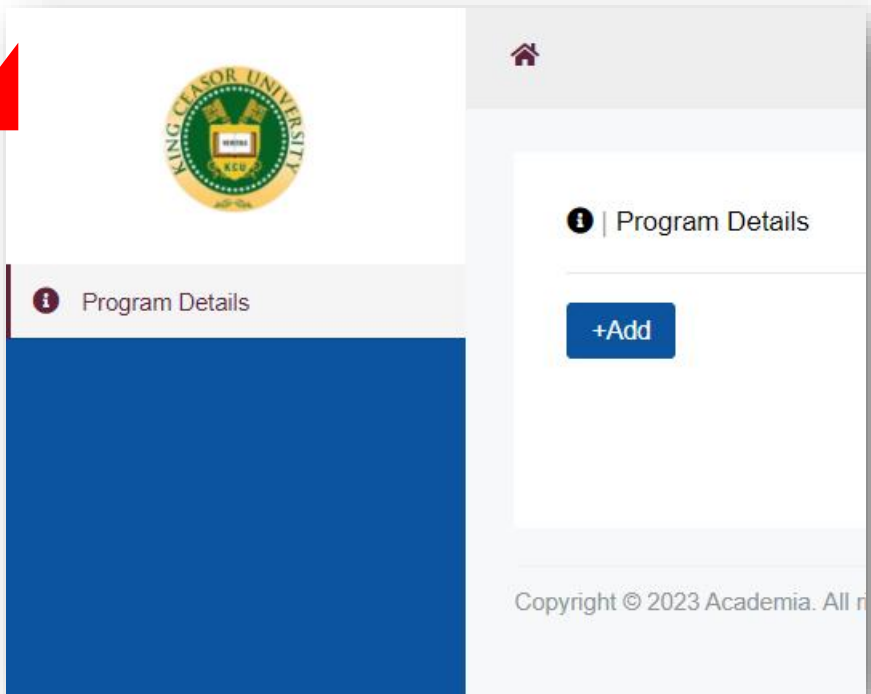
Will

🏠 | Dashboard

Program Details	

Application ID	Applicant Name	Email ID
APP44	Will Smith	s@s.com
Application Status	Phone No.	No. of Pending Documents
Direct Submission Token Generated	+256-12345678	---

ACADEMIA
BY SEROSOFT

By clicking on Programme Details, you will get 'Add' button. Click it and add the details

Program Details

⓵ | Program Details

+Add

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Program Details ✕

Select Academy Location ⓵

Select ⌄

Program Group ⓵

Select ⌄

Program ⓵

Select ⌄

Batch * ⓵

Select ⌄

Save   Cancel

This add button can also be used to add more programmes you want to apply for.

Save your Programme details entered here by save button

Program Details

Select Academy Location ℹ️

Select ▾

Program Group ℹ️

Select ▾

Program ℹ️

Select ▾

Batch * ℹ️

Select ▾

Save   Cancel

Note: Mandatory sections are marked with red dot, as shown in this picture.
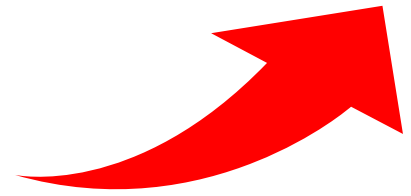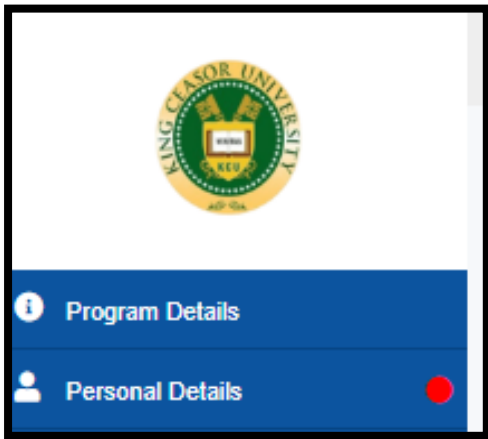
🛡️ Declarations & Payment ⬤

These section will become visible to you after saving the Programme details. Mandatory section details should be properly filled and saved
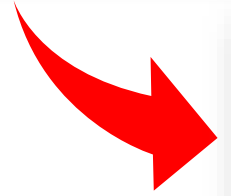
ℹ️ Program Details
👤 Personal Details ⬤
📋 Area of Residence
📤 Upload Documents
👥 Next of Kin Details ⬤
🛡️ Declarations & Payment ⬤

King Ceasor University

Program Details

Personal Details 🔴

Click on Personal Details, you will get this screen. Enter all relevant data, save and move to next section.

Applicant ID *

5

Nationality *

Ugandan

Salutation

Mr.

First Name *

testname

Middle Name

Middle Name

Last Name

sharma

Print Name *

testname sharma

Date of Birth *

Jan 1, 2023

Place of Birth ⓘ

Place of Birth

Blood Group

Select

Gender *

Select

Marital Status

Select

Disabilities *

Religion

Select

Country

Select

Contact Language ⓘ

Select

Email ID

pankaj.sharma@s.com

Alternate Email ID

Alternate Email ID

Upload Profile Photo

Upload Profile Photo | Upload

ID Type

National ID

National Id ⓘ

1100

Phone No.

Select | Phone No.

Mobile No.

Uganda +256 | 12345678

Save

Program Details

Personal Details

Area of Residence

Permanent Address

+Add Address

Click on Area of Residence. You need to add current address and permanent address separately by clicking on "+Add Address" button.

Add Address

Country

Uganda

Country Region / Province

Kampala

City *

Kampala

Address *

ABC

Postal Code

Postal Code

Add Address   Cancel

Declaration

- Upload PDF Only

A Level Certificate

Document Name

Document Type

Optional

Submission Date

Status

Pending

Upload

Certificate Qualifications

Document Name

Document Type

Optional

Submission Date

Status

Pending

Upload

Diploma Qualification

Document Name

Document Type

Optional

Submission Date

Status

Pending

Upload

O Level Certificate

Document Name

Document Type

Optional

Submission Date

Status

Pending

Upload

Other Qualifications

Document Name

Document Type

Optional

Submission Date

Status

Pending

Upload

Program Details

Personal Details

Area of Residence

Upload Documents

Click on upload Documents. You will require here to upload your documents as mentioned here.
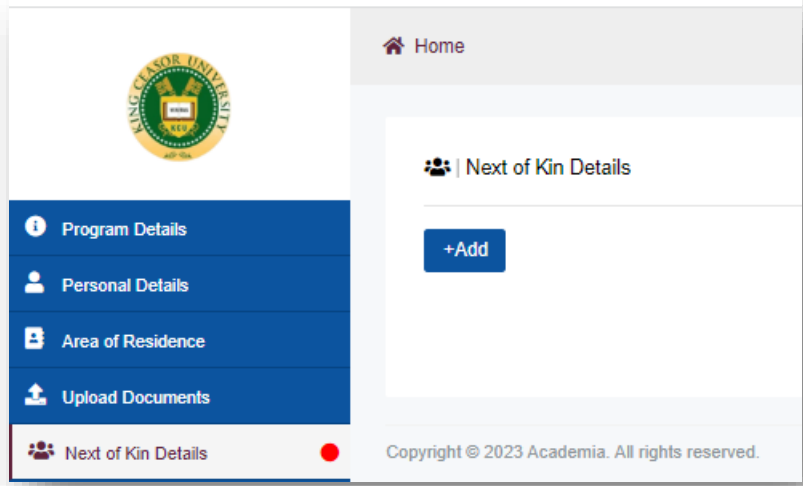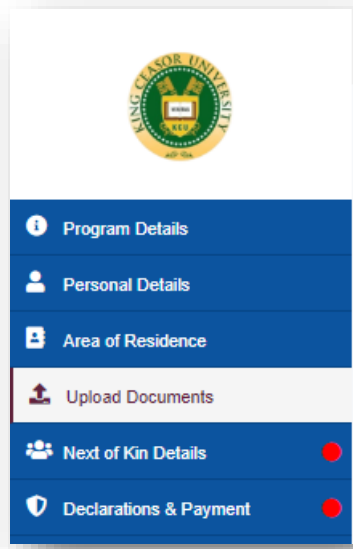
Click on the "Next of Kin Details" section. Click on "+Add" button. You will get below screen to fill relevant details.

Program Details
Personal Details
Area of Residence
Upload Documents
Next of Kin Details
Declarations & Payment

Home

| Next of Kin Details

+Add

Next of Kin Details

Salutation
Select

First Name *
First Name

Middle Name
Middle Name

Last Name
Last Name

Date of Birth
DD-MM-YY

Blood Group
Select

Gender *
Select

☐ Is an emergency contact

Mobile No.
Uganda +256   Mobile No.

Occupation
Occupation

Email ID *
Email ID

Relationship *
Select

Save   Cancel

Program Details

Personal Details

Area of Residence

Upload Documents

Next of Kin Details ●

Declarations & Payment ●

🛡 | Declarations & Payment

Declaration

- To complete the form, it is essential to provide accurate information in all fields marked with an asterisk(*). It is strictly prohibited to falsify any information or documents. If discovered, whether before or after admission, it will result in immediate disqualification.

☐ I agree to the terms and conditions

Submit

-->

Tick mark the Checkbox to enable the save button.

🛡 | Declarations & Payment

Declaration

- To complete the form, it is essential to provide accurate information in all fields marked with an asterisk(*). It is strictly prohibited to falsify any information or documents. If discovered, whether before or after admission, it will result in immediate disqualification.

☑ I agree to the terms and conditions

Submit

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Click on the save button to submit your application.

Pre-requisite to apply through this applicant portal:

❖ **Valid Email id**
❖ **Contact number**
❖ **Address details**
❖ **Scanned Passport size self photograph**
❖ **Scanned Documents in pdf – relevant to your application**