



# KENYA MEDICAL TRAINING COLLEGE

## APPLICATION GUIDELINES- PRESERVICE CANDIDATES

Requirements for creating a new account

a) Use **valid personal email address that is familiar to you.**

If you don't have an email address you can easily create one before you continue with the application process.

### STEPS

1. Visit KMTc Website i.e. [www.kmtc.ac.ke](http://www.kmtc.ac.ke)
2. Click on **application portal** on the top right side of the website.
3. If you do not have an **account**, click **Register** in the form provided and fill in your details as required then **submit**. You'll be redirected into a personal details form which you fill and **submit**.
4. If you have an **account**, click **Login** and input your email address and password.
5. You will be directed to **Dashboard**.
6. On the left side bar of the Dashboard, Click **Application** then click **Apply Preservice**.
7. **Fill in your KCSE subject scores correctly and click submit.**
8. You'll be redirected to uploads section. You're required to USE ORIGINAL DOCUMENT upload 4 documents as guided by the system
  - i. KCSE Certificate or Results Slip(2018 candidates only)
  - ii. Leaving Certificate
  - iii. National ID or Birth Certificate front page
  - iv. National Id or Birth Certificate Back Page
9. You'll be redirected to My Uploads Page. Here you'll review your uploads and make changes if need be.
10. Click Submit to Submit your uploads. Once you submit uploads you can no longer be able to change them.
11. Click Next: proceed to make application
12. **Select level** (Certificate or Diploma) , **Select Calendar** ,**Select Intake** and click **NEXT**.
13. Select course and you will be redirected to choice 2 (**Optional**)
14. If you want to apply for choice 2, select course and or click **skip option** to skip choice 2
15. **Pay 2,022 to pay bill number 964150 and enter ACCOUNT NUMBER carefully (Find Account number in the dashboard), You will see this after you have logged into your account.**
16. You'll be redirected to **My Application Page**, where you'll review your applications. You're presented **with 2 option** in action column of the table **Submit or Reject**. Click Submit button to submit application or reject to delete application and restart application. This page can also accessed form Application Submit Application
17. On submission You'll receive confirmation SMS on your phone number.

18. KMTc HELPLINES - 0723004516, 0736993813, 0736212060, 0723000429 and 0723004569

19. All enquiries email to : [admissions@kmtc.ac.ke](mailto:admissions@kmtc.ac.ke)

REGISTRAR ACADEMIC

KMTc