HOW TO APPLY THROUGH THE ONLINE PORTAL

To apply online, visit https://www.thikattiportal.ac.ke/Account/StudentApplication and follow the steps provided.

Step 1: Fill the Applicant Registration Form and Submit

**Step 2:** A Confirmation Message will appear prompting you to go to your email and verify. Go to your email and open the email from ***info@thikattiportal.ac.ke*** and click on Verify and you will be directed to the login page.
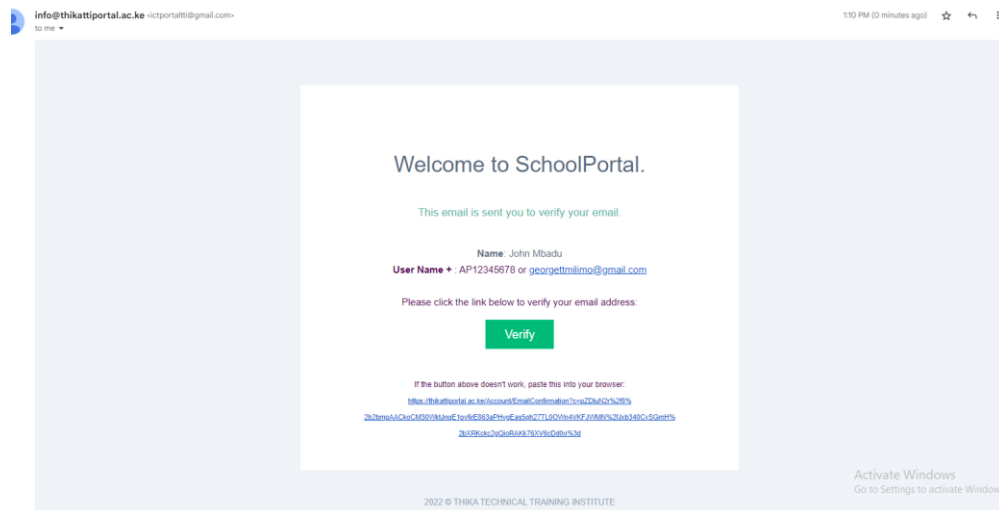
Step 3: On the Login Page, use your email as your username and the password you created during registration to login and you will be directed to the portal Dashboard to update your profile

a) **Step 4:** Click on the update profile from the portal and the fill the details from **Step 1** to **Step 6** *(Personal details, address Information, education history, Next of kin information, upload all the files(KCSE Slip/Certificate, Birth Certificate, ID/Waiting Card, Secondary Leaving Certificate, KCPE Certificate))* and Save all your details
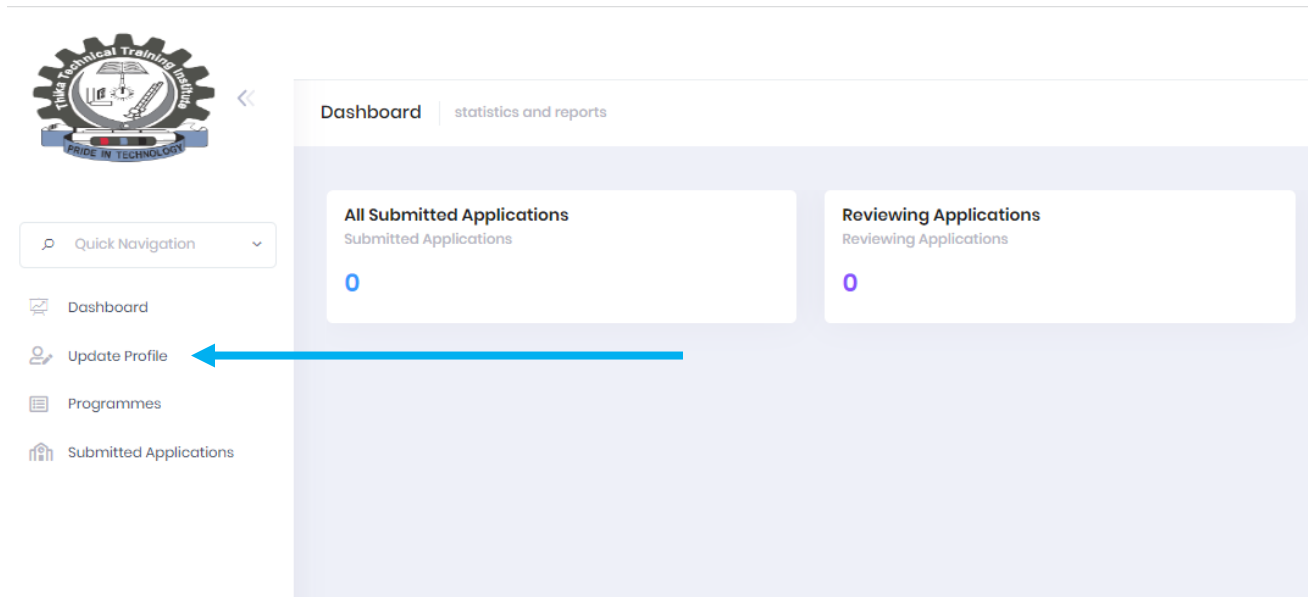
The following are the 6 Steps.
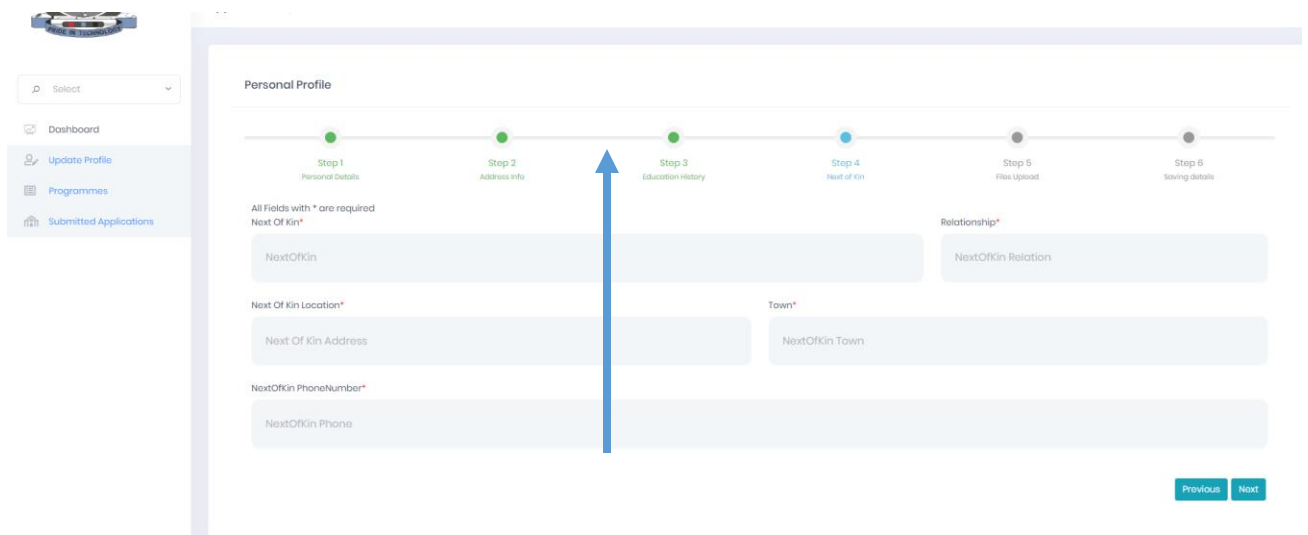
Step 5: Click on **proceed to application process** Button and you will be directed to the list of courses

Step 6: Select a course based on your qualification (For Cluster subjects and qualification Check from the brochure provided on the website) and Click on the Actions button to apply for the desired *(Qualified)* course.
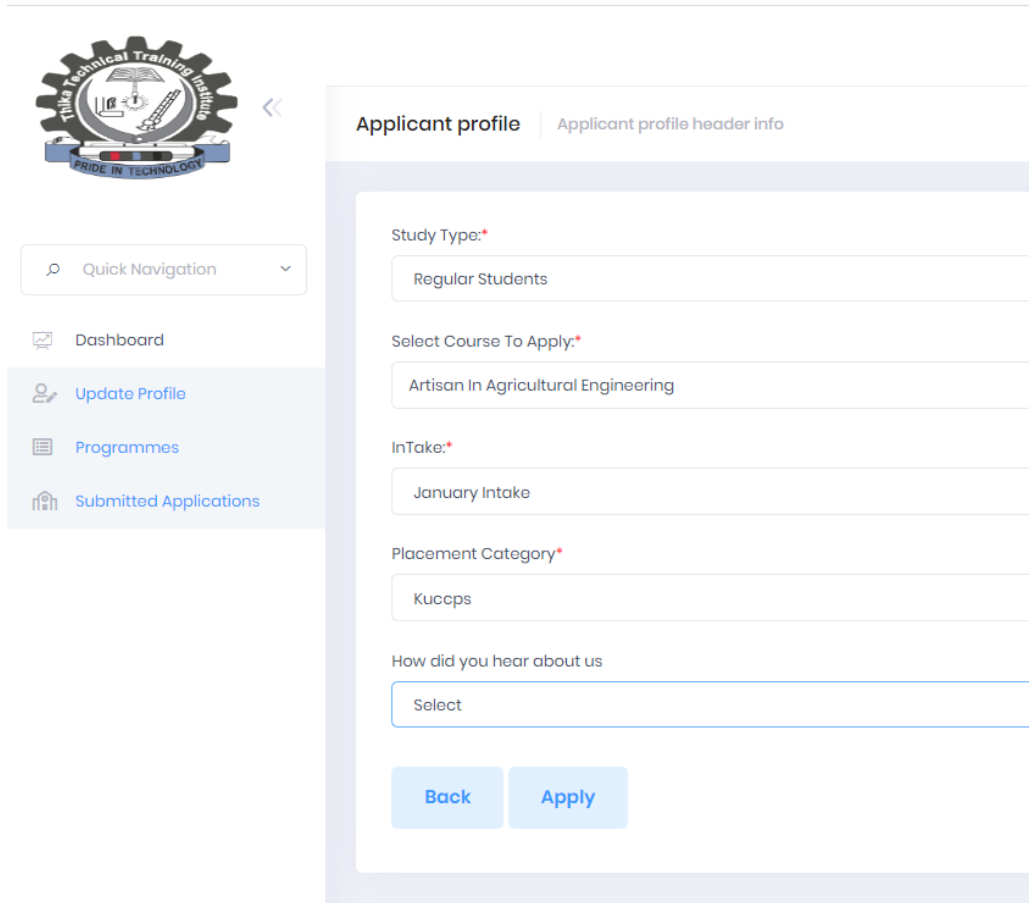
Step 7: Fill in the Applicant's profile by selecting the Study type, Intake, and the placement Category and click apply to complete the process. A popup prompting for confirmation of details will appear, kindly confirm your details and click Submit if the details are Ok, otherwise edit your application before submission.
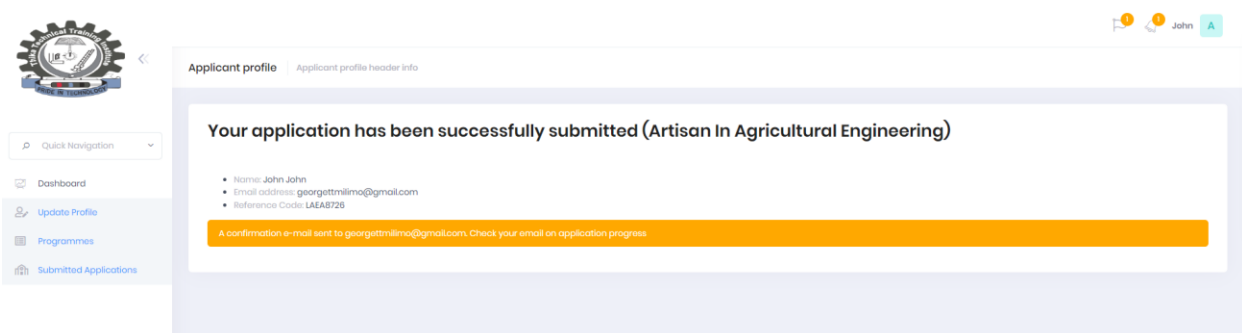
A confirmation window indicating your application has been successfully submitted will appear after submission as shown

Step 8: Open your email and check for response from *info@thikattiportal.ac.ke*, *download all the attachments* (**Admission Letter, Course Requirement details, the Fee Structure, Medical Form, Personal Data form and Declaration Form**)

Fill all the forms and submit them physically to the registrar's office on admission date as indicated on the letter