Student Application Process Manual

Application Link & Personal Information

Check your Email Inbox to get the Application Link.

Click on "**Click to Apply**" button to open your Default Web Browser with a Web Form as shown on the Right.

All Fields Marked with a Red Asterisk * on the **Personal Information** Web Form are Mandatory. Ensure to fill all Input Fields and Click on the **Green Next** button to save this Web Form and Load the Next Web Page.

Study Program & Budget

Provide details regarding the Study Program you are applying for.

All fields Marked with a Red Asterisk * on the Study Program & Budget are mandatory.

It is important to provide budget information for the number of years the Study program will take. If the program is less than 1 Year; fill on the first row. If two (2 Years) fill two rows.

Click on the **Green Next** button to save the **Study Program and Buget** web form to Load the **Educational Background** Web Page.

By filling t	his form; You cons	Personal Information Next Generation Leadership Program	ation Application Fo only for purpos	rm es of the NGLP application process.	Login
NOTE: All fields Marked * are	mandatory! Ensure to p	rovide accurate personal information.		NEXT GENERATION	(B) Personal information
	Surname •	Dmolio	First Name •	Jeremy.	
Click to Uplead Photo	Middle Name •	Viddle Name	Other Names	Other Names	Study Program & Budget
lick the Grey button to Upload Your Photo	Date Of Birth •	dd/mm/yyyy	Country •	Select Country	
	National ID Card No. •	D Card Number	Passport No.	Passport Number	Educational Background
	Mobile Phone	Mobile Phone	Email •	jeremy.cmollo@accusystems.co.ke	
	64	ender 🥑 Male i Pemale	Permanent Address *	Permanent Address	Work History & Leadership Service
	Vocation *	Vocation ~	Nominating Institution *	NGLP Kenya Congregation	
	Learning Institution	Institution Name		~	
	Name of th Superior/ Conta perso	Name of the Superior/Contact person			Complete
	Contact Perso Addre	Contact Person Address			
	Mobile phor number(s) (Start wi Country code, e.g fr	Mobile phone number(s) (Start with Country coo	de, e.g for Kenya +	254)	
	Kenya +234	Fill All the Sections Marke	d * to proceed		
				NEXT →	0% Completed

Study Prog Study Program	ram & Budget ou Are Applying For	Login
NOTE: All fields Marked * are mandatory! Ensure to fill the budget section to the best	of your knowledge.	(A) Personal information
STUDY PROGRAM		
eld Of Study *	Course of Study *	
Field Of Study	Course of Study	Study Program & Budget
vel Of Study *	Start of Study	
Level Of Study	dd/mm/yyyy	
rd of Study	KCSE Grade *	Educational Background
dd/mm/yyyy	Grade	
> BUDGET	Year 1 Administration Fee *	Work History & Leadership Service
Year 1 Tuition Fee	Year 1 Administration Fee	
ar 2 Tuition Fee	Year 2 Administration Fee	(8)
Year 2 Tuition Fee	Year 2 Administration Fee	File Uploads
ar 3 Tuition Fee	Year 3 Administration Fee	
ar 3 Tuition Fee Year 3 Tuition Fee	Year 3 Administration Fee Year 3 Administration Fee	
er 1 Tuitos Fee Yeur 3 Tuitos Fee er 4 Tuitos Fee	Year 3 Administration Fee Year 3 Administration Fee Year 4 Administration Fee	 (1) Complete

Educational Background

Educational Background information is mandatory and all fields there-in must be duly completed. The Secondary/ High School/ Ordinary Level/ Technical Education details must be provided.

The **Highest Education** attained must also be provided. Information regarding the Other Studies may be provided where applicable.



Educational Background Information

Click on the **Green Next** button to save the **Educational Background Information** web form to Load the **Work History & Leadership Service** Web Page.

	Ensure	Educational Backs	ground information for fai	r evaluation	Login
NOTE: All fields Marked * a	ire mandatory! Provide con	nplete & accurate information.			
		ARY/ TECHNICAL			
X	Full name of Institution •	Full name of Institution	Location of Institution *	Location of Institution	D Study Program & Budget
	Duration of study	Duration of study	Start Date	dd/mm/yyyy	
	End Date	dd/mm/yyyy	Certificates *	Diplomas and certificates obtained (incl. grades .	Educational Background
	🗁 HIGHEST	EDUCATION (Certificates, Diploma, Bac	helors, Post Grad	duate, PhD etc)	
	Full name of Institution *	Full name of Institution	Location of Institution *	Location of Institution	(口) Work History & Leadership Service
	Duration of study	Duration of study	Start Date	dd/mm/yyyy	
	End Date	dd/mm/yyyy	Certificates •	Diplomas and certificates obtained (incl. grades .	File Uploads
	OTHER STUDIES	3			
	Full name of Institution *	Full name of Institution	Location of Institution *	Location of Institution	Complete
	Duration of study	Duration of study	Start Date	dd/mm/yyyy	
	End Date	dd/mm/yyyy	Certificates *	Diplomas and certificates obtained (incl. grades .	
		Fill All the Sections Marke	d * to proceed		
			_		3 of 5 star

Work History & Leadership Service

The Work History and Leadership Service is a Mandatory Section. Applicants are required to have at least 2 Years Experience in either Work History or Provision of Leadership Services.

In-order to add to the **Work History**; Click on the "**Blue + Add Work History**" Button to trigger a Modal. Fill all the Input Fields provided and Click on the "**Save Changes**" button to effect your submission.

In-order to add to the Leadership, Volunteerism and Community Service; Click on the "Blue + Add Leadership, Volunteerism and Community Service" Button to trigger a Modal. Fill all the Input Fields provided and Click on the "Save Changes" button to effect your submission.

You may Add Awards & Recognition information. In-order to add to the Awards & Recognition; Click on the "Blue + Add Awards & Recognition" Button to trigger a Modal. Fill all the Input Fields provided and Click on the "Save Changes" button to effect your submission.







File/ Document Uploads

All fields Marked with a Red Asterisk * on the **Document File Upload** are mandatory.

All the first 6 Documents are Mandatory. In the event the applicant needs to upload more files; The Applicant Clicks on the Blue OUtlined "+ Add File" to create an Input Row; All fields in the Row are Mandatory.

Click on the Blue Submit button to upload the files. This submission results in Generation of the Applicant Account and an Email with Login Credentials is sent to the applicant

		NEXT GENERATI	ON MME	Login
landato iles on this	ory Files/ Documents: s section are mandatory. Maximum File Size 2	iom8		(A) Personal information
	File Type*	File Name *	Upload First Recommender File *	
	First Recommender 🗸 🗸	First Recommender File	Choose file No file chosen	
	File Type*	File Name *	Upload Second Recommender File *	Studiu Program & Rudget
2.	Second Recommender 🗸 🗸	Second Recommender File	Choose file No file chosen	
	File Type*	File Name *	Upload CV/ Resume File *	
3.	CV/ Resume 🗸	CV/ Resume	Choose file No file chosen	
	File Type*	File Name *	Upload High School Certificate *	
	High School Certificate 🗸 🗸	High School Certificate	Choose file No file chosen	Educational Background
	File Type*	File Name *	Upload Fee Structure *	
i	Fee Structure 🗸 🗸	Fee Structure	Choose file No file chosen	\bigcirc
ò.	File Type * High School Certificate	File Name * A-Level	Upload A-Level File * Choose file No file chosen	(4)
				File Uploads
			€BACK SUBMT→	File Uploads