KENYA SCHOOL OF LAW

ONLINE APPLICATION PORTAL USER GUIDE

Application for Admission into the Diploma in Law (Paralegal Studies) Programme

Table of Contents

I. Introduction

This is a user guide to access the Kenya School of Law (KSL) online applications portal. The portal will allow you to place your application online for admission into the Diploma in Law (Paralegal Studies) Programme.

Application Fee

Applicants must deposit a non-refundable application fee of KShs. 2,000/- as below

- Account Name: Kenya School of Law
- Account No: 01129706350500
- Bank: Cooperative Bank of Kenya, Karen Branch (or any other Co-op Bank country-wide)

<u>NOTE</u>: You will attach a copy of this receipt as you submit the online application

MPESA payment will be made available in the coming weeks

II. Accessing the Portal

1. To access the portal, open your browser and enter the portal's URL: https://applications.ksl.ac.ke/
2. Click the arrow at the top right to go to the Sign-up/Login page

2.1 Creating an Account and Logging In

1. On the next page, click on **Sign Up** button at the bottom or **Register** link to create an account or the '**Sign Up**' button at the bottom right
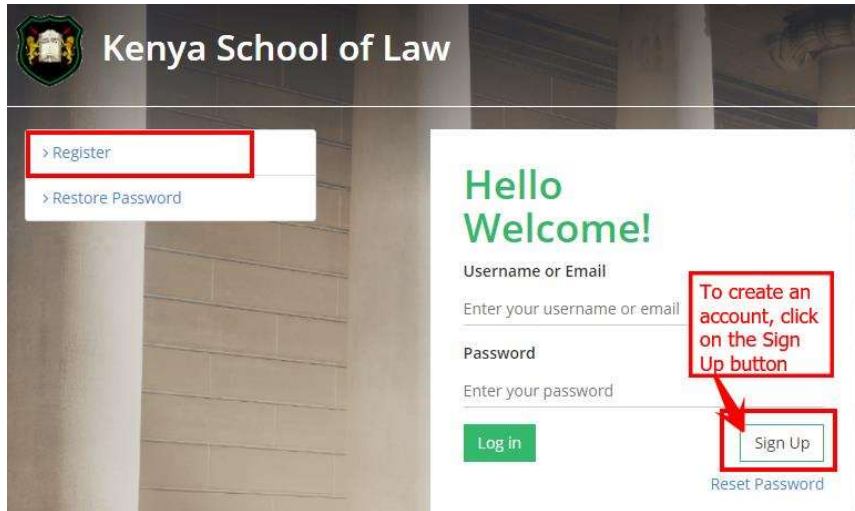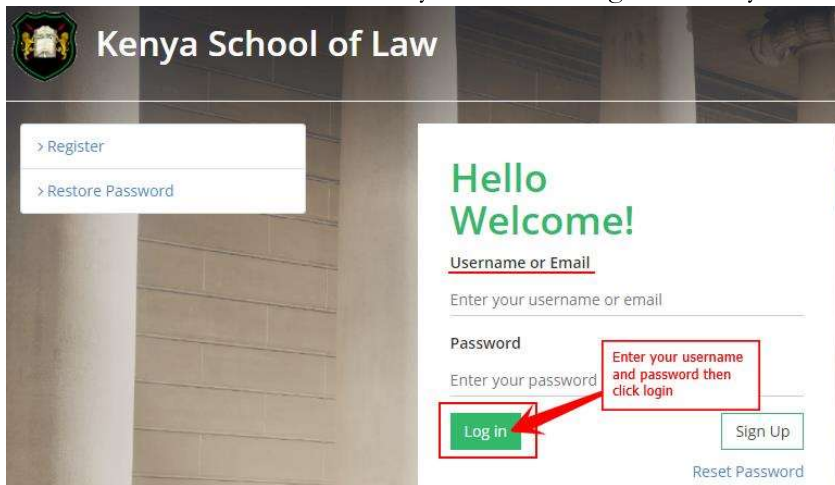

2. Fill in your details on the form provided. Once you finish, click on '**Register'** button

3. You will receive a message that the account has been registered successfully.
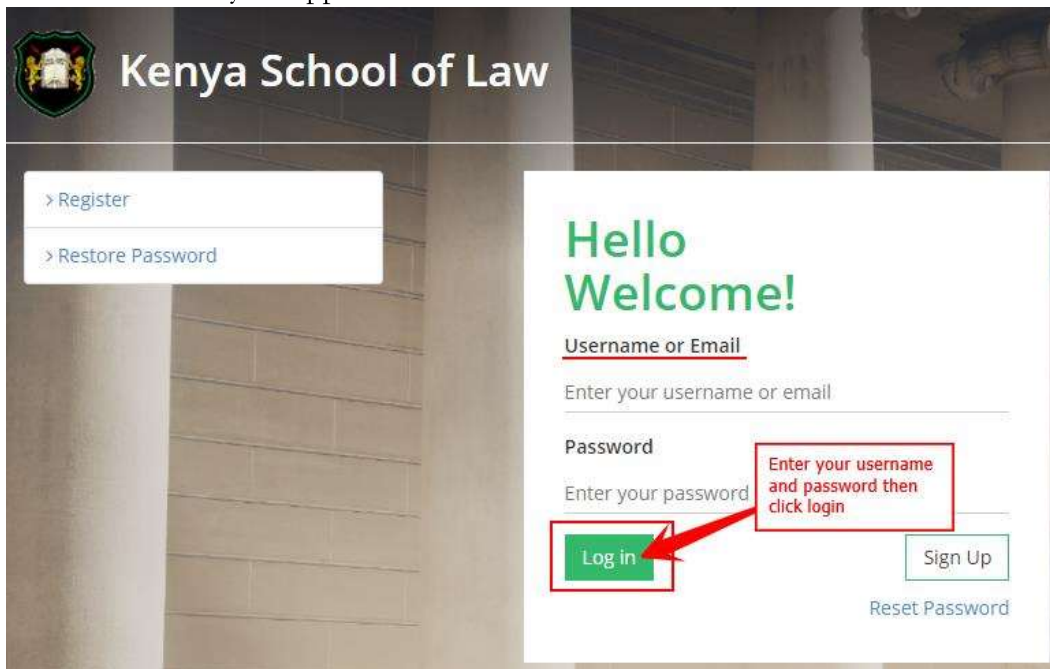
2.2 Activate Account and Log In

1. After you register an account successfully, access your email to activate your account. Click on the link on the email and you can now login to the system.

III. Submit Application for Paralegal Studies

1. After creating an account, you can now log in to the system(https://applications.ksl.ac.ke/) to submit your application.

2. Once you log in, you have access to the **dashboard** which lists the training programs you can apply for. Click on the **Paralegal Program** button labeled '**Click Here for this Service**'

3. Select or Click on the '**New Application**' button.

4. This will provide you the online form to fill in your details. The form is divided in different sections. **(Note:** *Fields marked with red asterisks are mandatory/required)*
   - Fill in the **Contact Information** fields and once done click on the 'Next' button

- Add **Bio Data** details such as Date of Birth, Nationality, ID/Passport Number and also Next of Kin details. Once done click on the '**Next**' button

- The next section is **Education**. Give details of High School – English Grade and Mean Grade, select Other Qualifications (if any) and choose your preferred Mode of Study.

- The Last section is the 'Attachments' section. Upload Passport Photo, ID/Passport, Proof of Medical Cover, High School Certificate and other Relevant Diploma and Academic Transcripts if any *(PDF/JPG/PNG format is preferred)*

5. After filling in all the sections, click on '**Review and Submit**' *(Note: If there is any missing information, the system will prompt you to add the details and will highlight the section in Red).*

6. Confirm/Review the information provided and **mark/check** the 'Declaration' to certify that you have provided accurate information. When you are sure everything is fine click on **Submit**

Payment - Uploading bank receipt

- You will be presented with the payment page to upload a scanned copy of the bank receipt given after you paid the application fee. Upload the file and then click submit when done

Payment – MPesa (Coming Soon)

- Once Mpesa is activated, tou will be presented with the payment page for MPesa.
- You can select **MPESA online** or the **MPesa Paybill** option:
  - **MPESA online** – here you just enter your mobile number (07XX XXXXXX) and you will get a pop-up on your phone with payment details and you can proceed to enter your PIN and make payment
  - **MPesa Paybill** – with this option go to the SIM Toolkit-MPESA and follow the instructions to Lipa na MPESA to make payment
7. Upon successful submission, you will get a confirmation of successful submission of your application and an email notification as well
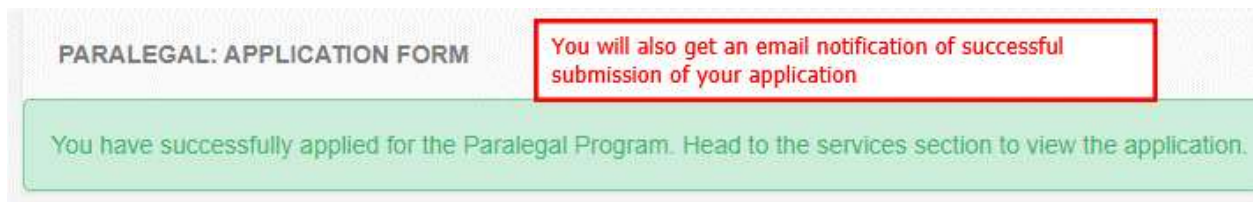
The submitted application will be evaluated by the Kenya School of Law and you will get email notifications of the results. You can also login to the portal and check the status and progress of your application. Click on Paralegal Program, and select Application
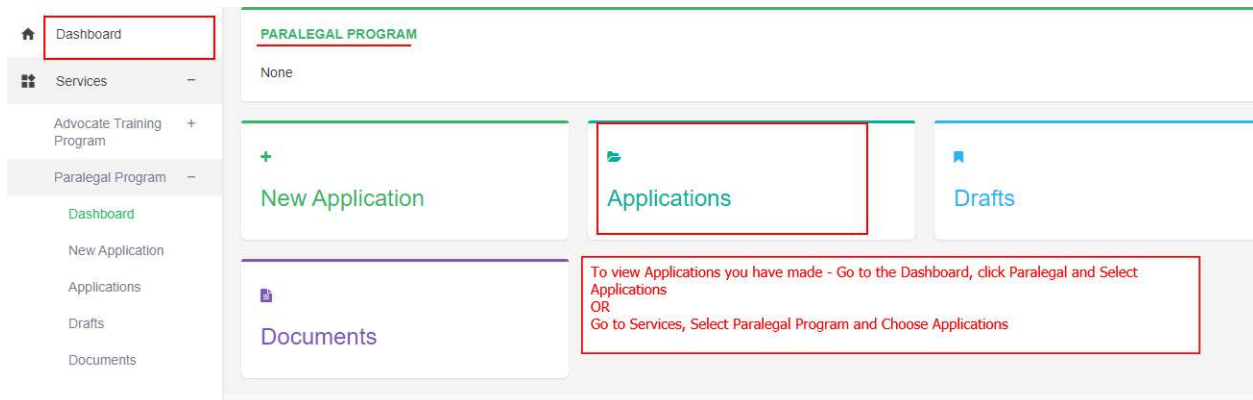
IV. Results Notifications and Actions

After review by the vetting committee, you will get a notification on the portal and also on your email on the decision made; that is, **Accept**; or **Reject**.

4.1 Accept Notice

For applications that have been accepted, you will a provisional accept notice. You will need to log in to the portal and accept the offer. Additionally, there is an option to defer. Note that this has to be done within the stipulated period.

4.1.1 Accept

1. Access the portal https://applications.ksl.ac.ke/and login with your username and password
2. On the dashboard, you will get notification of Action Required for the Accept Notice. Click on the link

3. Select Accept button, upload your signature, add comments if any and then select submit

4.1.2 Defer

1. Access the portal https://applications.ksl.ac.ke/and login with your username and password
2. On the dashboard, you will get notification of Action Required for the Accept Notice. Click on the link

3. Select Defer button. Enter the dates you want to defer to and under 'Comments' write your comments and reasons for defer

4. Click on submit when done
5. After review, the school will send you a defer acknowledgement notice
6. Once you are ready to resume with admission, login to the portal and click on '**Resume Application**'
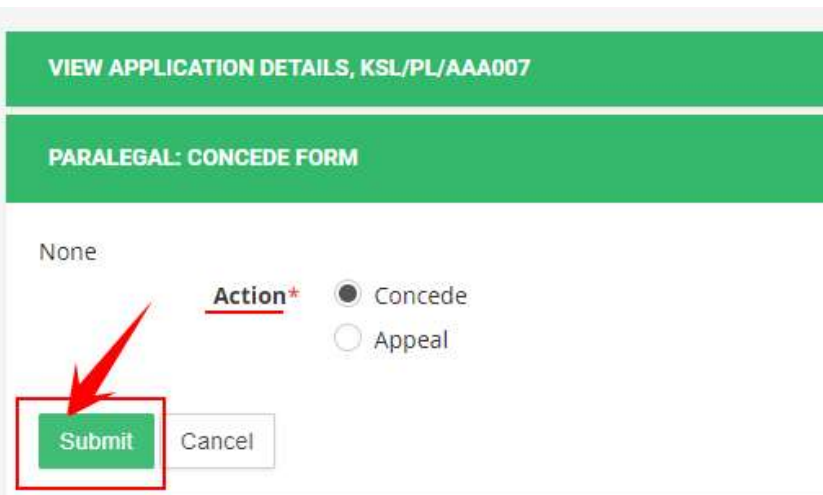
4.2 Reject Notice

For applications that have been rejected, you will get a regret letter on email with the reasons why the application was rejected. You will need to log in to the portal to concede or make an appeal. Note that this has to be done within the stipulated period.

4.2.1 Concede

1. Access the portal https://applications.ksl.ac.ke/ and login with your username and password
2. On the dashboard, you will get notification of Action Required for the Denial/Reject Notice. Click on the link

3. Select Concede button and add comments if any and then select submit

4.2.2 Appeal

1. Access the portal https://applications.ksl.ac.ke/ and login with your username and password
2. On the dashboard, you will get notification of Action Required for the Reject Notice. Click on the link

3. Select Appeal button. Add your comments and upload any additional attachments to defend your case. Click Submit when done

4. The application will then go through the vetting and evaluation process and results communicated on email. You can also login to the portal and check the status and progress of your appeal. Click on Paralegal Program, and select Applications