



KENYA SCHOOL OF LAW

ONLINE APPLICATION PORTAL USER GUIDE

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

CONTACT INFORMATION AND ENQUIRIES

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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)

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

MPESA payment will be made available in the coming weeks

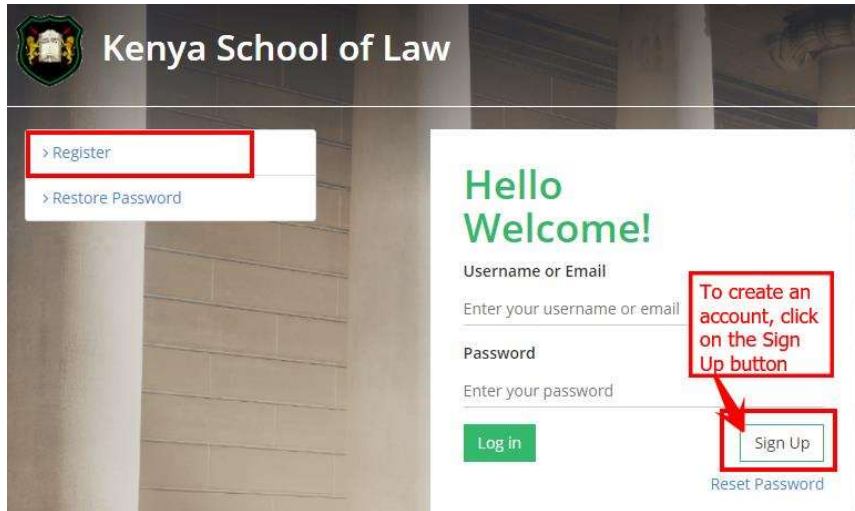
II. Accessing the Portal

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

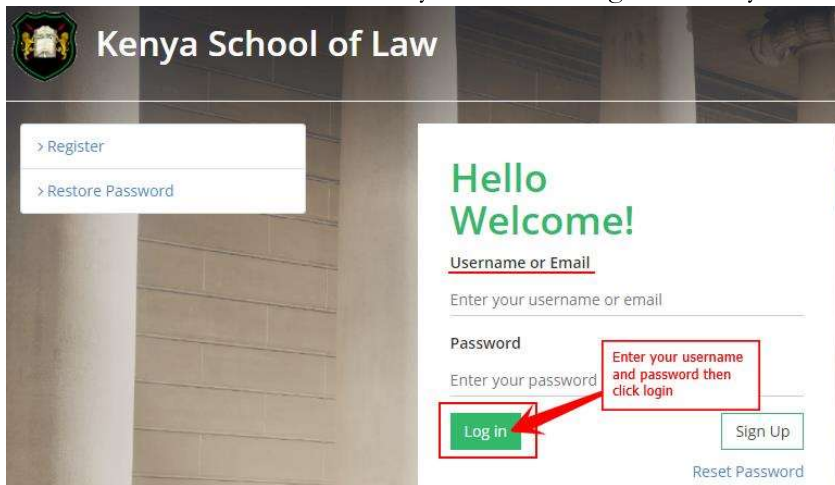


2. Fill in your details on the form provided. Once you finish, click on '**Register**' button

3. You will receive a message that the account has been registered successfully.

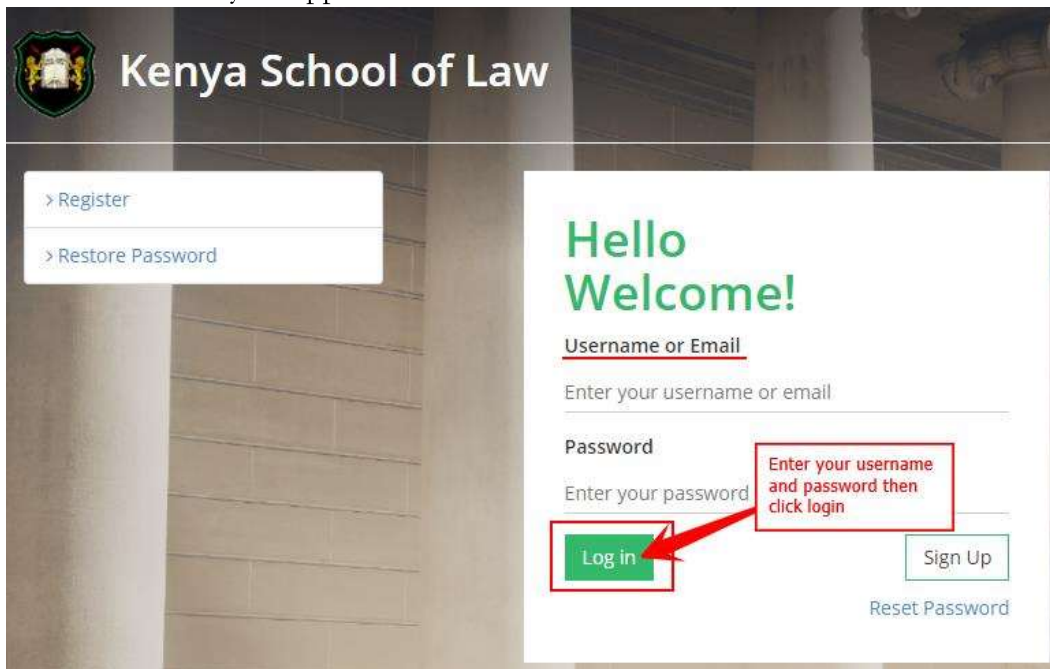
2.2 Activate Account and Log In

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**'

Welcome to Kenya School Of Law

The screenshot shows the 'TRAINING PROGRAMS' section of the Kenya School Of Law website. It features two main program cards: 'Advocate Training Program' and 'Paralegal Program'. Each card has a green button labeled 'Click Here for this Service'. The 'Paralegal Program' button is highlighted with a red rectangular box, and a red arrow points from a text box to it. The text box contains the instruction: 'Once you are Logged in, Click Here to Start your application for Paralegal Studies'. Below each program card are four small icons: a plus sign, a folder, a bookmark, and a document.

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

The screenshot shows a grid of four buttons: 'New Application', 'Applications', 'Drafts', and 'Documents'. The 'New Application' button is highlighted with a red rectangular box, and a red arrow points to it from a text box that says 'Click on New Application'. The 'Applications' button is teal, 'Drafts' is blue, and 'Documents' is purple.

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

Contact Information
Bio Data
Education
Attachments

Salutation: Ms
 Surname*: Doe
 Other Names*: Jill
 Contact Address*: 102-003
 Mobile*: 0723047736
 Email*: jackichira92@gmail.com

Fill in Contact Information and click on Next button when done

Previous
Next
Save Draft

- 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

Date Of Birth*: 1989-11-30
 Nationality*: Kenyan
 Country*: Kenya
 Identity Card / Passport*: 2949494

Gender* Male Female

Fill in Bio-data details, Next of Kin Information and Special Needs section if any and select 'Next' when done

- 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.

Diploma
 Undergraduate
 Masters

Preferred Mode Of Study

Mode of Study* Full Time
 Evening
 Saturday(under consideration)

Fill in the Education Section: High School details - English Grade and Mean Grade; Other Qualifications (if any) and choose Preferred Mode of Study.

Click on Next once done

You can go to Previous sections using the Previous button, and you also have an option to 'Save Draft'

Previous Next Save Draft

- 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*)

Contact Information Bio Data Education Attachments

Passport Photo* This field is required
Choose File
 Word, PDF or Image(jpg, jpeg, png) files only.

Identity Card / Passport* This field is required
Choose File
 Word, PDF or Image(jpg, jpeg, png) files only.

Medical Cover* This field is required
Choose File
 Attach proof of a medical cover

KCSE, O-Level, A-Level* This field is required
Choose Files

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*).

Previous Review & Submit Save Draft

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**

Please confirm the information below.

Salutation Ms	Surname* Doe
Other Names* Jill	Contact Address* 102-003
Mobile* 0723047736	Email* jackichira92@gmail.com
Date Of Birth*	Nationality*


Confirm/Review the information you have provided. If all is okay, Mark/ Check the declaration and then click 'Submit'

I certify that all of the information provided is accurate to the best of my knowledge.

Cancel Print **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 for Paralegal: Application Form, Reference number: KSL/PL/AAA012**
26th July 2021 19:24

None

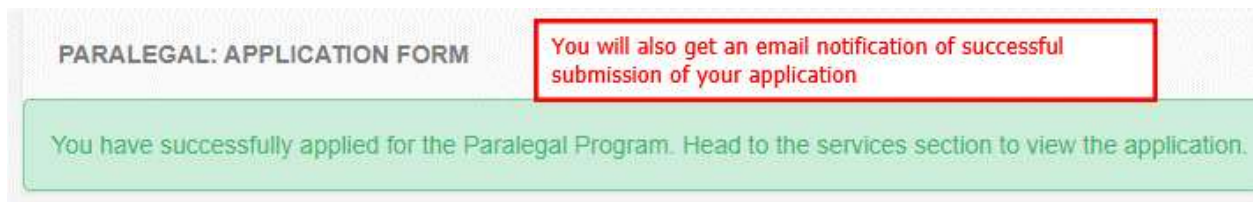
Payment Confirmation* No file chosen

Submit

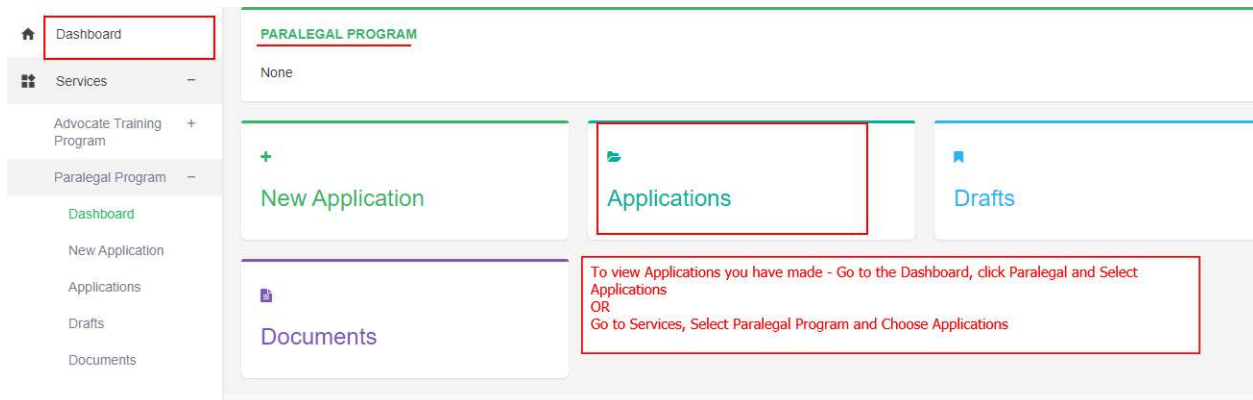
Upload a copy of the bank receipt here and click submit

Payment – MPesa (Coming Soon)

- Once Mpesa is activated, you 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

PARALEGAL- ACCEPT FORM

None

Action* Accept
 Defer

Upload Signature [Choose File](#)

Comments

[Submit](#) [Cancel](#)

Accept, Upload your Signature, Ad Comments if any and click Submit when done

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

Jane Test (jane.test) -
jackichira92@gmail.com

Dashboard

Services

Action Required
 You have urgent actions to attend to! Please make the necessary actions... for review.

[Accept Action \(KSL/PL/AAA003\)](#)

Click Here for Accept Action

Welcome to Kenya School Of Law

24th July 2021 13:...

SERVICES

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

PARALEGAL- ACCEPT FORM

None

Action* Accept
 Defer

Defer To*
 Specify when you would like to defer to

Defer Expiry*
 The date which the defer will expire

Comments

[Submit](#) [Cancel](#)

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

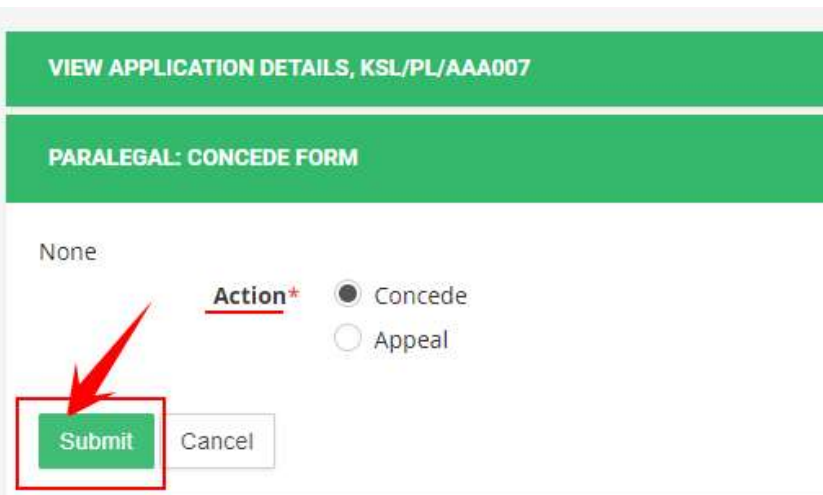
For applications that have been rejected, you will get a regret letter on email with the reasons why the application was rejected. You will need to log in to the portal to concede or make an appeal. Note that this has to be done within the stipulated period.

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

Action Required

You have urgent actions to attend to! Please make the necessary actions on your application for further review.

Denial Action (KSL/PL/AAA004) [Click Here for Denial Action](#)

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

PARALEGAL- CONCEDE FORM

None

Action* Concede
 Appeal

Required Attachments [Choose Files](#) Test.pdf

Comments Kindly check the attached

[Submit](#) [Cancel](#)

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