

# Masinde Muliro University of Science and Technology

Office of the Registrar, Academic Affairs

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## DOC.1

### ADMISSION GUIDELINES

- 1. Downloading Admission Letter
  - a. Visit Admission.mmust.ac.ke
  - b. Click Create Account button
  - c. Enter surname, othernames, email
  - d. Enter KCSE Index number in the format index number/Year e.g 12345678/2024
  - e. Enter preferred password and confirm it
  - f. Click on signup button. NB: Account will be automatically updated **To login**
  - g. Use email in (c) as username and password created in (e)

#### 2. Documents

- a) Download and fill out Student admission forms: MMU/2A, MMU/2B, MMU/3, MMU/4 and submit to the Dean of your School when reporting on Thursday 28<sup>th</sup> August, 2025
- b) Refer to instruction on online booking document (Doc. 3) to book accommodation (for Government Sponsored students only)
- c) **Read** and keep the Student Handbook for your reference

#### 3. Portal Creation and Activation

- Please follow the steps below to create portal account.
  - Visit portal.mmust.ac.ke
  - Enter your Registration Number as Username
  - Enter the same Registration number as Password (CAPITAL LETTERS)
  - Click Sign in

#### 4. Completing Registration Process

To complete your online registration process, log into your student portal and update personal details by clicking profile.

#### 5. Accommodation Booking

Use the Student portal to book a room online. The online booking of hostels shall commence on 1<sup>1st -</sup> 10<sup>th</sup> August, 2025 at 4.00pm and shall be on 'first come first served' basis. After successfully booking your rooms online, kindly pay the requisite accommodation fees as in (5) below.

#### 6. Fee Payment Procedure

Use the downloaded Fee Structure for your programme to pay your fees through "Jiunge" fee payment Process as indicated below:

- i) Download "JIUNGE APP" from Play store
- ii) Install the APP on Phone

- iii) Click on **Open**
- iv) Click on **SIGNUP**
- v) Enter Name, Phone number, email and Password as requested
- vi) Click on **SIGNUP**
- vii) Enter email
- viii) Click Continue
- ix) Enter **OTP** sent on email
- x) Search Institution (Masinde Muliro University of Science and Technology)
- xi) Click on **add** on home page
- xii) Enter Student Registration Number (on the admission letter)
- xiii) Click on Add
- xiv) Click on view Services (Choose Tuition or accommodation)
- xv) Click on **Pay**
- xvi) Generate receipt OR

Visit www.jiunge.com and follow instruction (iv) to (xvi)

Thank you for Choosing Masinde Muliro University of Science and Technology

#### KARIBU MMUST "THE UNIVERSITY OF CHOICE"