1. **Online Application Procedure**

Step 1: Visit the application website <http://application.uonbi.ac.ke>

Step 2: Registration and Creation of User Account

To register, you need an email address and phone number that will be validated during registration. *Every applicant must create their own personal user account*.

Step 3: Profile Management

Key-in your personal details and upload scanned copies of academic certificates and a passport size photograph. Only when your profile is complete can you apply for the programme you wish to undertake.

Step 4: Programme Selection

Select and apply for the course you are interested in. You will be issued with a REFERENCE NUMBER and directed to pay the prescribed application fee through the following Available Payment options:

1. Credit/Debit Card
2. M-Pesa Pay Bill
3. Direct Cash Deposit at any Kenya Commercial Bank(KCB) branch

Upon payment, you will receive a confirmation of the payment on the email address and phone number registered in step 2.

Step 5: Application Tracking

Track the status of your application online through the system. Alerts will be sent to your registered email address and phone number.

For any assistance and clarification please contact any of the following:

1. Academic Registrar

Admissions office

<Tel:+254> 20 020 491 3065, 020 491 3199, 020 491 3027, 020 491 3067

(For undergraduate courses)

Email: admissions@uonbi.ac.ke , reg-academic@uonbi.ac.ke

1. Academic Revenue Office

<Tel:+254> 20 491 3138

(For all courses) 020 491 0000

Email: cessp-g3@uonbi.ac.ke

More information may also be obtained from the Admissions Office, Main Campus, Administration Block, 1st floor, room 116, Room A112 or email: admissions@uonbi.ac.ke