Higher Education Finance Application guide

1. Visit **www.hef.co.ke** or **www.universitiesfund.go.ke** or **www.helb.co.ke** and click on **"Student Portal"**
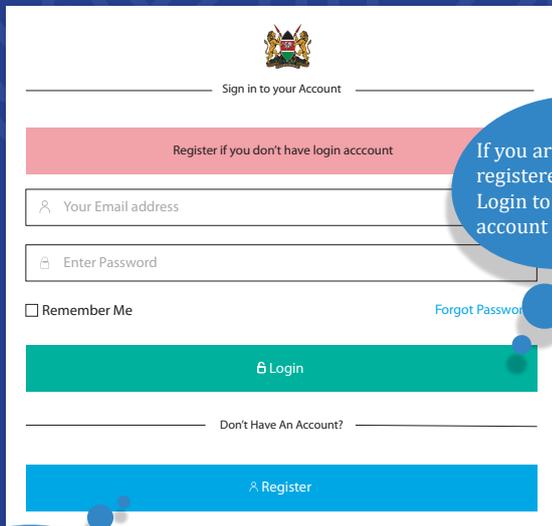
Sign in to your Account

Register if you don't have login acccount

👤 Your Email address

🔒 Enter Password

☐ Remember Me   Forgot Password

🔒 **Login**

Don't Have An Account?

👤 **Register**

If you are already registered, click on Login to access your account

If you don't have an account, click on register to create account

2. Confirm whether you have your National ID
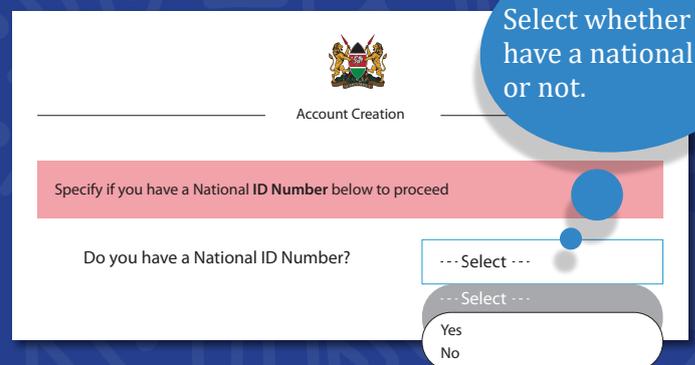
Account Creation

Specify if you have a National **ID Number** below to proceed

Do you have a National ID Number?   --- Select ---

--- Select ---
Yes
No

Select whether you have a national ID or not.

3. Please enter your National ID if you have
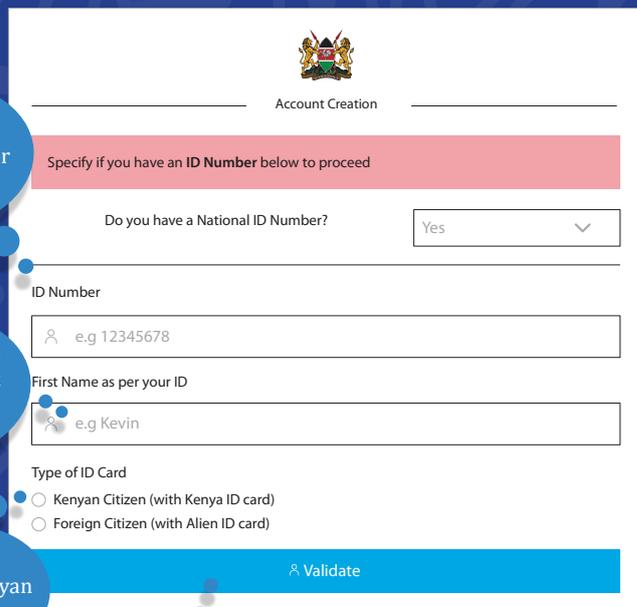
Account Creation

Specify if you have an **ID Number** below to proceed

Do you have a National ID Number?   Yes ⌄

ID Number

👤 e.g 12345678

First Name as per your ID

👤 e.g Kevin

Type of ID Card

◉ Kenyan Citizen (with Kenya ID card)
○ Foreign Citizen (with Alien ID card)

👤 **Validate**

Enter ID number

If you don't have an account, click on register to create account

Click on Kenyan Citizen

Click to validate your information

Please enter your KCSE Index number if you don't have a National ID
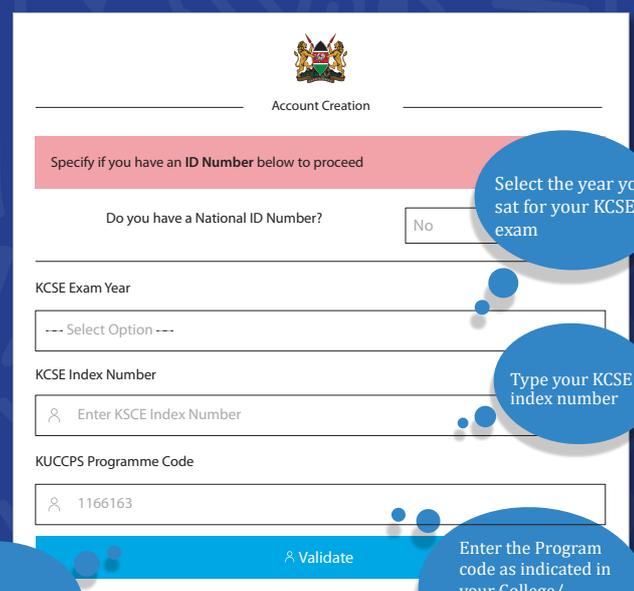
Account Creation

Specify if you have an **ID Number** below to proceed

Do you have a National ID Number?   No

KCSE Exam Year

--- Select Option ---

KCSE Index Number

👤 Enter KSCE Index Number

KUCCPS Programme Code

👤 1166163

👤 **Validate**

Select the year you sat for your KCSE exam

Type your KCSE index number

Enter the Program code as indicated in your College/ University admission letter

Click to validate your information

4. Enter a valid email address and password

IDNumber Found!

Complete Registration by Filling Form Below.

All Fields Marked with Asterisks (*) are required

FullNames: KIS*** ASE*** DOR***

ID Number: 2755****

Valid Emial Address

> Ensure that you can login to the email address entered here

Confirm Email Address

Enter Password

> Enter Password

Confirm Password

> Enter Password

ID Number

KCSE Index Number Found!

Complete Registration by Filling Form Below.

All Fields Marked with Asterisks ( ) are required

FullNames:

KCSE Index Number: 011000******

Valid Emial Address

> Ensure that you can login to the email address entered here

Confirm Email Address

Enter Password

> Enter Password

Confirm Password

> Enter Password

Confirm you are human   M29P2

⯃ Register

Already Have An Account? Login Here

Index Number

5. You have successfully created an account. Check your email (Inbox or Spam/ Junk) to activate your account

6. Log in after email activation

Sign in to your Account

Register if you don't have login acccount

Your account has been Activated, Log in with your email and password.

⯃ Your Email address

🔒 Enter Password

☐ Remember Me   Forgot Password?

🔒 Login

Don't Have An Account?

⯃ Register

Enter your email address

Enter your password

Click to log in

7. Enter valid Telephone number where a verification code will be sent. If the verification code expires, click resend button to get a new verification code.

MINISTRY OF EDUCATION
State Department For Technical, Vocational Education and Training
REPUBLIC OF KENYA

KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE
ALIGNING CAREERS

8. Fill your profile & Update your Biodata

Profile   Change Password

Profile Updated Successfully!
Your Profile is now Complete. Click on any menu on the left to access HELB Services.

👥 Personal Details-Applicant (** Mandatory Fields)

First Name *   Middle Name *   Last Name *

KCSE ID *   Birth Certificate No. *   Religion *

Date of Birth *   Telephone *   Gender *

Marital Status *

SCHOLARSHIP

☐ LogOut

9. Give consent to collection of your personal data

Personal Consent!
You Will be Required to give Consent for the Collection and Processing of Personal Data when filling **(UNDERGRADUATE FIRST TIME LOAN APPLICATION FORM)** by agreeing to Terms Below.

CONSENT FOR THE COLLECTION AND PROCESSING OF PERSONAL DATA

1. Pursuant to the Data Protection Act, The Higher Education Loans Board (HELB) in its capacity as a data controller and/or processor under the Act, requests your explicit, affirmative, and informed consent before it can collect or process your personal data..

2. **"Personal data"** means any information relating to an identified or identifiable natural person (a "data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

3. The categories of personal data you are being asked to consent to the HELB's collection and use are your name, Identity Card Number, KRA Pin number, Postal Address, Email Address, Telephone Number, Date of Birth, Gender, Whether physical or mentally challenged, Bank Details (Bank name, Branch name and Account number), Current place residence, Institutional Details, Education Background (Post primary schooling), Parents / Guardian / Sponsor / Public Guarantors details. More details are described in the Privacy Notice.

4. Any personal data that is collected from you will be for the sole purpose of;
   a) Application for loan, bursary and scholarship;
   b) Appraisal for loan, bursary and scholarship;
   c) Loan repayment and recovery;

Read through the consent form to understand why we are collecting your personal data. Tick the checkbox to agree with terms of use

10. Fill in your residence details. Then save to continue.

Congratulations!!
Your Residence Profile is complete.

🛏 Current Residence Details-Applicant (** Mandatory Fields)

Nearest Primary School *   Estate/Village *

House No #   Street *   Town/City *

County *   Constituency *   Ward *

Division *   Location *   Sub-Location *

☑ Save & Continue

11. Add your Secondary and Primary schools' details.

12. Add your University/College details.

13. Fill in your parents' details

14. Submit your scholarship/loan request

Congratulations!!
Your Parents Marital Status Profile is complete.

Parent's Marital Status (** Mandatory Fields)

Which type of family do you come from?

☑ Continue

Enter details about parent
Use the forms below to enter the required details .

Enter Parents Details

⊕ Add Father Details   ⊕ Add Mother Details

LOAN APPLICATION FOR STUDENT WITH ID

Update Your Profile to Access University Fund Scholarships and HELB Loan!
Fill the Sections below from **Step 1 to 6** to be Eligible for next stage. Click on **the Tabs** to navigate through the sections

1 Personal Info   2 Residence   3 Education   4 Institution   5 Parents   6 Complete Application

Profile Created!
Congratulations on completing your profile.
Higher Education Fund offers partial Scholarship and Loan to cover your tuition fees.
You may **select/check** both scholarship and loan to cover the fees of the program you are pursuing. Once you have made your selection, click on **"SAVE & SUBMIT"** to proceed to the next stage.

NOTE: To fully cover the cost of your course program, you will need to apply for a **HELB LOAN** in addition to the support provided by **The University Fund SCHOLARSHIP**.

☐ Scholarship
☑ SAVE & SUBMIT

Profile Created!
Congratulations on completing your profile.
Higher Education Fund offers partial Scholarship and Loan to meet your tuition fees.
You may **select/check** both scholarship and loan to cover the fees of the program you are pursuing. Once you have made your selection, click on **"SAVE & SUBMIT"** to proceed to the next stage.

NOTE: To fully meet the your program cost, you will need to apply for a **LOAN** in addition to the support provided by SCHOLARSHIP.

☑ Scholarship
☑ HELB Student Loan
☑ SAVE & SUBMIT

15. Consent to processing of your data.

16. Accept loan terms and conditons.

17. Updated guarantor details.

18. Provide loan payment information as per the fields provided (Bank or mobile payment)

19. Submit your loan application

Congratulations!
You have completed filling all the required information to facilitate processing of your HELB loan.

You are highly encouraged to preview your document before submitting. This will enable you to make any Correction(s) before printing your Loan Application Form (LAF). Preview You Form Here >>>>

Dear J——, you've applied as a student at N—— with admission no———. Tuition will be sent to institution ————. Incase this is not correct, edit the **Instution details tab** before submission.

NOTE: Once you submit the application you will not be able to edit the application details!!!!
Do you want to proceed and submit your application?

☑ CLICK HERE TO SUBMIT

Click to submit your application