TUMMIS ADMISSIONS USER MANUAL

Below is a user manual for the successful applicants on how to;

- 1. Download their admission letter.
- 2. Upload admission documents to the system
- 3. Pay school fees before reporting to school

1.1 DOWNLOAD ADMISSION LETTER

Step 1.

To download your admission letter you need to login to you TUMMIS account which is precreated for you. To login you need to first access the system via the link provided; <u>https://smis.tum.ac.ke</u>. Or you can visit tum website <u>https://tum.ac.ke</u> go to the website menu then locate portals then select TUMMIS. These two options will direct you to this screen.

AND	SIGN IN TUMMIS Old: on this link to create an e-Otteen Payment for continuing students	SIGN IN TUMMIS Click on this link to create an e-Citizen Payment for continuing students
Technical University of Mombasa	USERNAME	USERNAME
Welcome to Technical University of Mombasa. A Technical University of Global Excellence in Advancing Knowledge, Science and	PASSWORD &	PASSWORD
Technology.	Forgot Password? Sign In	Forgot Password? Sign In
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		3440 34

Computer version

Phone version

On this screen you will be required to provide your username and password. Your username and password to your account is your KCSE index number and the year as follows in the example provided below.

USERNAME: 123456789101/2023

PASSWORD: 123456789101/2023

No spaces between the index number and the year of examination

Step 2

Once successfully logged in to the system you will get the following screen

TUMMIS		• •
📤 Applicant	UPDATE YOUR PERSONAL DETAILS	$PROFILE \geqslant UPDATE PROFILE$
i≡ Applications <	Personal Information Contact Information Address Information	Fill all fields marked with *
	* TITLE ML.	* FIRST NAME
	* AMRITAL STATUS Single	- DATE OF INSTH- 04/05/2001
	 ● GENDER ● MALE ● FEMALE ● OTHER 	* NOCKEREDITION NUMBER 15.2
	"IDENTIFICATION TYPE NATIONAL ID NUMBER * ARE YOU DISABLED	* DENTRECATION NUMBER
	NO YES Submit &	Continue
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Computer version

The student to provide their correct and verifiable details. If a student does not have a national ID he/she can select a birth certificate and provide the BIRTH CERT number.

TUMMIS		~
Applicant Applications	UPDATE YOUR PERSONAL DETAILS PROFILE > UPDATE PROFILE > UPDATE PROFILE >	ILE
E Admission <	Personal Information Contact Information Address Information	
	* <u>AUGRE R HUMBER * EMAR, ADDRESS * AUTERNATIVE EMAR, ADDRESS * AUTERNATIVE EMAR, ADDRESS * AUTERNATIVE EMAR, ADDRESS ********************************</u>	
	Submit & Continue	
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Student must provide contact information that we can reach the student with

TUMMIS		• •
Applicant	UPDATE YOUR PERSONAL DETAILS	PROFILE > UPDATE PROFILE
≅ Admission < ≗ My Profile	Personal Information Contact Information - Address Information	Fill all fields marked with *
	*NATIONALITY SELECT COUNTRY	* COUNTY SELECT COUNTY
	"SUB COUNTY SELECT SUB COUNTY	* TOWN
	- vo Box	POSTAL CODE -
	Save	& Continue

Computer version

The student should also provide the permanent address details

•		•
Address Information Fill all fields marked with *	UPDATE YOUR PERSONAL DETAILS PROFILE > UPDATE PROFILE	UPDATE YOUR PERSONAL DETAILS PROFILE > UPDATE PROFILE
• TITTLE		
* EIDET NAME	Personal Information	Personal Information
	Contact Information	Contact Information
* SUR NAME	Fill all fields marked with *	• Fill all fields marked with *
* MARITAL STATUS - select martial status -	* NATIONALITY SELECT COUNTRY	* MOBILE NUMBER
* DATE OF BIRTH 04/05/2024	* COUNTY SELECT COUNTY	* EMAIL ADDRESS
* GENDER	*SUB COUNTY SELECT SUB COUNTY	* ALTERNATIVE MOBILE NUMBER
• MALE • FEMALE • OTHER	* TOWN	* ALTERNATIVE EMAIL ADDRESS
INDEX/REGISTRATION NUMBER	* P.O BOX	Submit & Continue
*IDENTIFICATION TYPE select identification type	POSTAL CODE *	
* IDENTIFICATION NUMBER	Save & Continue	
* ARE YOU DISABLED		
Submit & Continue	Designed by TUM ICI	Designed by TUM ICI
	Technical University of Mombasa © 2024	Technical University of Mombasa © 2024

Phone version

Once you have filled a form and submit if no errors it will take you to the next form to fill.

NB: You cannot proceed to download your admission letter before you have fully provided all your details.

Step 3

Once you have successfully update your TUMMIS profile you will be redirected to this page.

TUMMIS	=			. MR.
 Applicant ⇒ Applications < ⇒ Admission < 	COURSES ON OFFER	my applications	NOTIFICATIONS	MY PROFILE
🍰 My Profile				
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Computer version



Phone version

To download your admission letter click on **"MY APPLICATIONS"** button which will redirect you to download page.

TUMMIS			MR.
Applicant	Courses		Courses > My Courses
Admission <	10 ~		Search
as My Profile	DEPARTMENT ACCOUNTING AND FINANCE	COURSE ACTION Diploma in Accountancy B download C upload docs	
	Page 1 of 1		< 1 >
	Technical University of Momb	9224 🔲 e 🎦 🧑 R 🕅 🖕 💰 刘 🕫 🛪 🗊	Designed by TUM ICI
		Courses	
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		AND FINANCE Accountancy	
		Page 1 of 1	
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Click on the download button to download your admission letter.

2.0 UPLOAD ADMISSION DOCUMENTS TO TUMMIS SYSTEM

After successfully downloading the form from, you are required to fully fill your admission letter as required and then upload to TUMMIS system as well as sent a copy of the scanned document to the email attached in your admission letter.

Details of what to upload and how to upload the document are provided within TUMMIS under the "ADMISSION \rightarrow Request Admission" menu

← → Ơ ଲ 😁 smis.t	.tum.ac.ke/application/request-admission	🖈 🔍 🎽 🕷 🖉 🖸 🛛 🔕 🗄
GoTranscript.com 🚥 How To Buil	iild Modu M Gmail 🧰 YouTube 💡 Maps 🚾 Setup Laravel Projec 🗞 KUCCPS The Place 🗬 How To Take Photo 🔚 Laravel & Cron Job T 🔚 Lar	avel 9 Dynamic 🚯 Dynamic Dependen 🕥 Propaganistas/Larav 🥥 Live Demo: jQuery 🔅 🗎 🗠 All Bookmarks .
TUMMIS		· · · · · · · · · · · · · · · · · · ·
🔄 Applicant	ADMISSIONS	REQUEST ADMISSIONS > ACCEPTED COURSES
E Applications <		
I Admission ∽ Request Admission 20 My Profile	Step 1. Choose the course that you want to attach your admission documents to and click the link upload of Step 2. Ensure you have all the documents as required. All the documents are required.	docs.
	 Step 3. Organize your documents as follows 1. Pdf scanned Academic documents - Course acceptance letter, student personal details and all your as 2. Pdf scanned Medical Examination Form 3. Pdf scanned Fee payment bank slips 4. PNG,PG,PEG passport photo size All the four (4) documents should be compressed to at most 1mb per document. Step 4. Upload all the documents are required Step 5. Ensure all the documents are correctly uploaded and then submit for verification. Step 6. After successfully uploading your documents you will be redirected to payment form. Select your proceeding and the submit for verification. 	cademic certificates/results slip bayment mode and pay to activate admission process.
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To access the page on your phone you will need to click on the three bars on the top left corner to access the application menu as shown above. After reading the instruction you click the button "**Understood, I want to continue**". On the next page, click on "**upload docs**" to proceed to uploading your documents. You can always go back to review the instructions if needed.

Step 1

Scan all the document as required by the system

Step 2

Upload the documents to the system as outlined below.

TUMMIS	=				•
 Applicant Applications < 	Admission			My Cours	es $>$ Upload admission documents
⊞ Admission < Lo My Profile	ADMISSION REQUEST FEE PAYMENT				
	All documents are required				
	# DOCUMENT 1 Academic certificates (as 1 pdf document)	FILE UPLOADED no file	UPLOAD Choose file No file chosen	🔓 upload	STATUS Cr Pending
	2 Bank slip/receipt/cheques (as 1 pdf document)	no file	Choose file No file chosen	E upload	C/ Pending
	3 Medical Report form (as 1 pdf document)	no file	Choose file No file chosen	🖹 upload	C Pending
	4 Student PassPort (as 1 Image)	no file	Choose file No file chosen	🖬 upload	Gr Pending
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ADI	MISSION REQUEST	FEE PAYM	ENT
All	documents are rec	quired	
#	DOCUMENT	FILE UPLOADED	UPLOAD
1	Academic certificates (as 1 pdf document)	no file	Choose file
2	Bank slip/receipt/cheques (as 1 pdf document)	no file	Choose file
3	Medical Report form (as 1 pdf document)	no file	Choose file
4	Student PassPort (as 1 Image)	no file	Choose file
	Designed b	y TUM ICI	
	Technical University	of Mombasa (© 2024

NB: Kindly ensure that you upload the documents correctly to avoid rejection of your uploaded documents.

3.0 FEES PAYMENTS

As informed on your admission letter that all payments of school fees must go through the system, the following steps must be followed.

Step 1. Ensure that you have uploaded all your documents correctly and you have clicked on the submit button that appears once you successfully upload all your documents.

Step 2. Click on the Fee payment tab as shown above.

TUMMIS		
 ▲ Applicant ⇒ Applications 	Admission My Courses > Upload admission documents	
E Admission <	ADMISSION REQUEST FEE PAYMENT You must clear school fees 100% for the process admission to start AMOUNT TO PAY (KSH.)* 36000 CONVENIENCE FEE (KSH.) : 0 TOTAL AMOUNT (KSH.) : 36000	
	Proceed to pay All academic documents should be scanned in to one document for upload After uploading all documents a button will appear requesting you to submit your documents. Ensure that correct documents are uploaded before submitting Once you have submitted your documents you will not be able to edit them. Please be careful while uploading your documents.	
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Admission	
My Courses $>$ Upload admission documents	
ADMISSION REQUEST FEE PAYMENT	
You must alear school fees 100% for the process admission to start	
AMOUNT TO PAY (KSH.):*	
36000	
CONVENIENCE FEE (KSH.) :	
0	
TOTAL AMOUNT (KSH.) :	
36000	
Proceed to pay	
All academic documents should be scanned in to one document for upload	
After uploading all documents a button will appear requesting you to submit your documents. Ensure that correct documents are uploaded before submitting	
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Once you press the proceed to pay button, you will be taken to another page to choose the mode you want to use for paying the school fee, you will see a page like this

TUMMIS	=		•	_
		Select Payment Mode		
		Mpesa	Pesaflow Direct	
		Stanbic Bank	Kenya Commercial Bank	
		Equity Cash	Co-operative Bank (KES)	
		RTGS	Airtel Money	
		National Bank	Debit/Credit/Prepaid Card	
		I&M Bank	JamboPay	
TAK's IED NEL 2011 Cavilled	Tachnical Haiwardty of	Mombasa @ 2024		Deciment by TIRU IPI
payments.ecitizen.go.ke	realized on one of the start of the			over a restance

After choosing mode of payment, if you are paying through M-pesa click on M-pesa option you will see this form

M-pesa payment

Pay Using M-PESA	KES 1
 Click here to receive M-PESA Menu Enter your M-PESA PIN and click OK You will receive a confirmation SMS from M-PESA After you receive a successful reply from M-PESA, click the com button below 	plete
Or follow instructions below	
1. Go to MPESA menu on your phone	
3. Enter Business Number 222222	
4. Enter Account Number QBZDLWA	
5. Enter the amount 1.00	
 6. Enter your MPESA PIN and Send 7. You will receive a confirmation SMS from MPESA 	
Cancel	omplete

To pay with the bank use the "ACCOUNT NUMBER".

By following the above steps you will have successfully downloaded your admission letter, requested for admission and paid your school fees. For more information or in case of any problems contact us through our email, <u>smis@tum.ac.ke</u>

Thank you, and welcome to the only university at the sea level.