



## KENYA MEDICAL TRAINING COLLEGE

### APPLICATION GUIDELINES – INSERVICE (UPGRADING AND POST BASIC)

Requirements for creating a new account

\*Read through the advert and check available courses and their entry requirements

a) **It is a requirement to have a valid personal email address to apply.**

#### STEPS

1. Visit KMTc Website i.e. [www.kmtc.ac.ke](http://www.kmtc.ac.ke)
2. Click on **application portal** on the top right side of the website.
3. If you do not have an **account**, click **Register** in the form provided and fill in your details as required then **submit**. You'll be redirected into a personal details form which you fill and **submit**.
4. If you have an **account**, click **Login** and enter your email address and password.
5. You will be directed to **Dashboard**.
6. On the left sidebar of the Dashboard, Click **Application** then click **Apply Inservice**.
7. **Select level** (UPGRADING), **Academic Calendar**, **Intake** and click NEXT.
8. Select course and click next.
9. Fill the form as required and click apply course
10. **You'll be redirected to upload section. You're required to upload 5 documents**
  - i. Profession Diploma or Certificate of profession Diploma or Certificate
  - ii. National ID or Birth Certificate front page
  - iii. National Id or Birth Certificate Back Page
  - iv. KCSE Certificate
  - v. Copy of regulatory body certificate/ License
11. . Pay 2,022 to pay bill number **964150** and enter NATIONAL ID NUMBER/BIRTH CERTIFICATE NO.(The one used when entering your bio data- you can find it by clicking Bio data → my information) as account number
12. You'll be redirected to **My Application Page**, where you'll review your applications. You're presented **with 2 option** in action column of the table **Submit or Reject**. Click Submit button to submit application or reject to delete application and restart application.  
This page can also accessed form Application Submit Application
13. On submission You'll receive confirmation message on your phone.
14. KMTc HELPLINES - 0736993813, 0736212060, 0723000429, 0723004569, 0723004516
15. Enquiries all email to : [admissions@kmtc.ac.ke](mailto:admissions@kmtc.ac.ke).

**REGISTRAR ACADEMIC**

**KMTc**