



JOINING INSTRUCTIONS FOR ALL FIRST YEARS

1.0 ACCOMMODATION NOTICE

Please note that we have **limited accommodation available**, allocated on a **first-come, first-served basis** at a rate of **Ksh. 20,000 per academic year**, payable **once**.

To book accommodation, kindly follow these steps:

- i. **Complete your admission process** through <https://apply.tmu.ac.ke> and click the **Self Admit**. *Note: Clicking Self Admit, will ensure you are able to login to the student portal.*
- ii. Upon successful admission, you will be guided to log in to the **student portal**.
- iii. On the portal, navigate to the **"Accommodation" tab**, then select **"Room Booking"**.
- iv. You will be required to pay the **full semester fees** (see your **fee statement** under the **Financials** section), **plus the accommodation fee**, in order to **secure a room**.

2.0 BOTANY AND ZOOLOGY NOTICE

You students are required to buy a dissection kit & a laboratory dust coat.

3.0 CHEMISTRY STUDENTS NOTICE

You are required to buy a laboratory dust coat.

4.0 COMPUTER/LAPTOP NOTICE

Tom Mboya University has integrated IT into all its programmes and therefore, you are required to bring a laptop to facilitate your learning, access e-learning, library resources and other services.

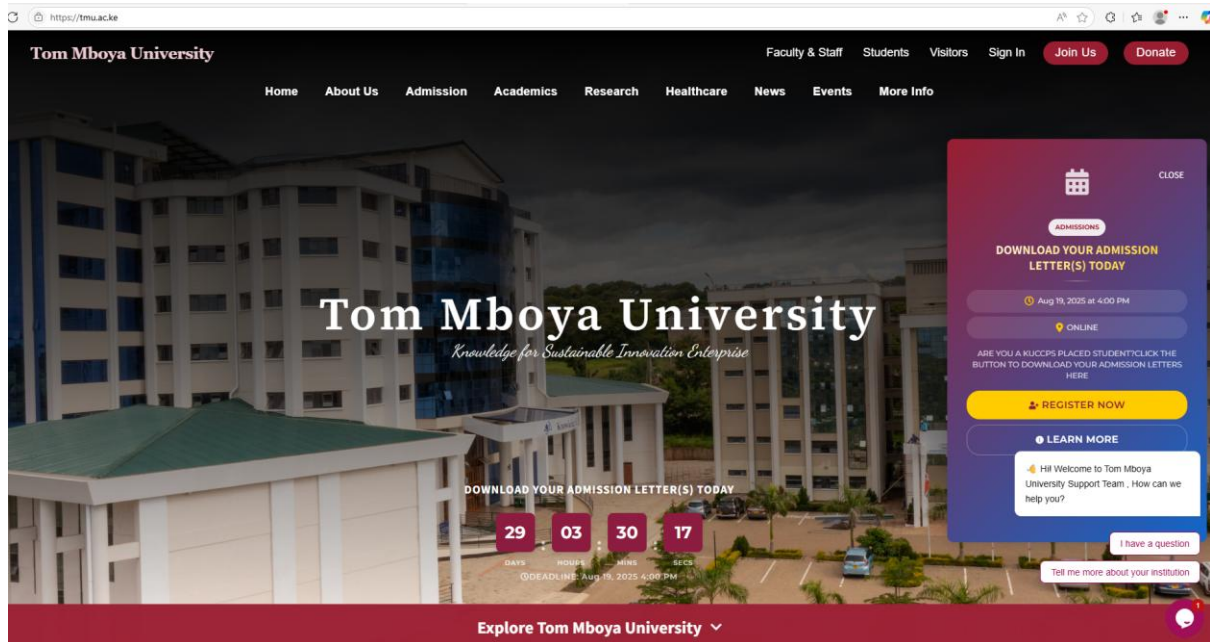
5.0 FEE STRUCTURE NOTICE

This has been made available on both the **admissions portal** and **student portal** under financials.

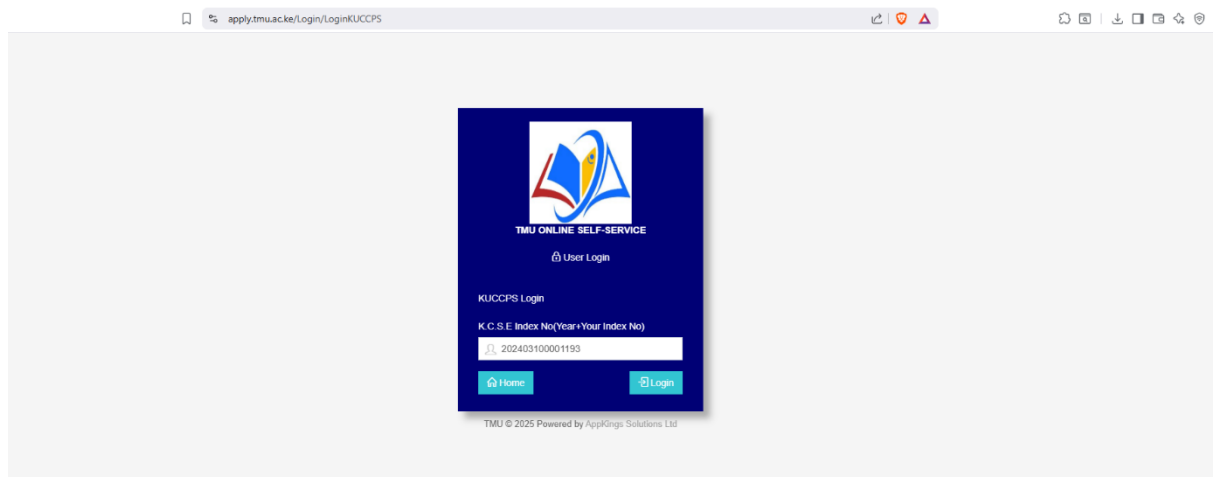
4.0 STEP BY STEP GUIDE FOR PROCESSING ADMISSIONS

Step 1

1. Visit the university website: www.tmu.ac.ke as shown below



2. On the right side we have a window for DOWNLOAD ADMISSION LETTER(S) TODAY click **REGISTER NOW**, the page shown below is displayed



3. Login using your Year+KCSE Index No eg **2024**11100011
4. Fill in your personal details as shown below

TMU ONLINE SELF-SERVICE

Home > TMU Online Self-Service

UPDATE YOUR DETAILS STEP 1 OF 8

1 Personal Information 2 Contact Details 3 Emergency Contact Details 4 Fee Payer/Sponsor Details 5 Academic Background 6 Rules and Regulations 7 Data Consent 8 Review L

Personal Details

Name *
ABU BAKARI

Date of Birth *
mm/dd/yyyy

Nationality *
--Select Nationality--

Passport Photo *
Choose file No file chosen

Gender *
--Select--

Marital Status *
--Select--

Disabled? *
--Select--

Religion *
--Select--

If Other Religion, Specify *

Knew TMU Through *
--Select--

- Update Medical Details, by first downloading the form from No. 2, filling the details and reuploading the filled and signed form under **choose file**

TMU ONLINE SELF-SERVICE

Home > Medical Declaration Form

Medical Details Instructions

1. Fill in your medical details in the spaces provided below
2. Download the Emergency Medical Procedures Pre-authorization Form [Click Here to Download](#)
3. Fill in the form with the assistance of your Parent/Guardian/Next of Kin
4. Upload the filled in form and submit

Are you on follow up for any medical condition (such as asthma, diabetes)? *

--Select--

If yes, please state the medical condition

Have you received all the childhood vaccines (as per the Kenya Expanded Programme on Immunization)? *

--Select--

Do you have any drug or food allergies? *

--Select--

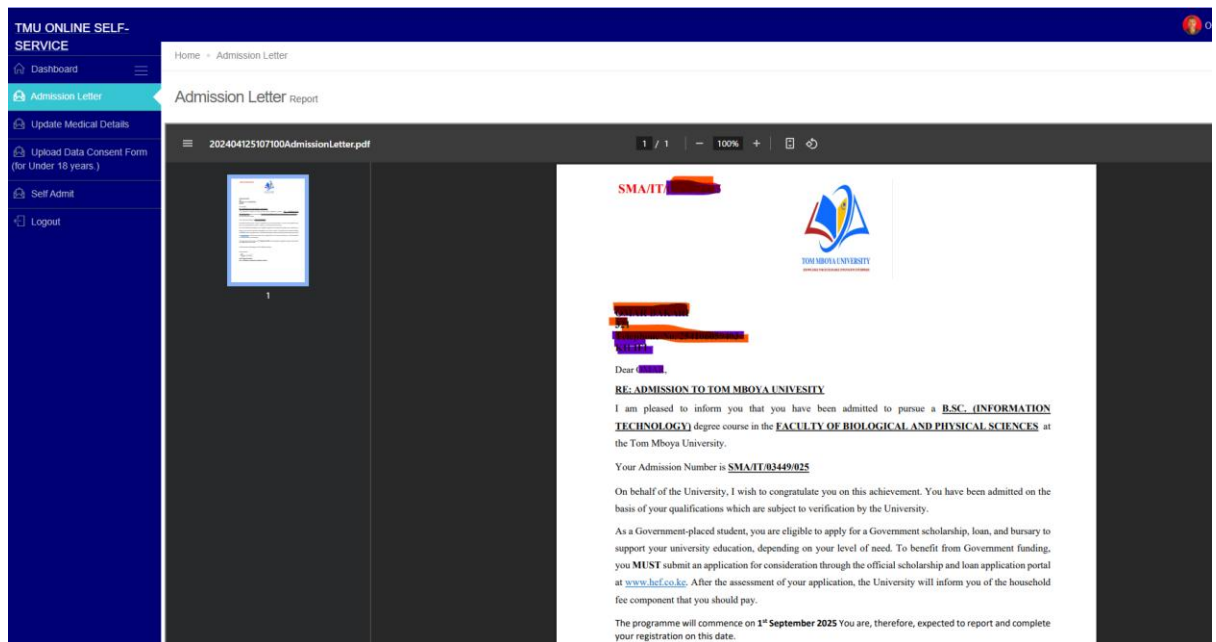
If Yes, Please state which allergy

Attach Emergency Medical Procedures Pre-Authorization and Consent Form

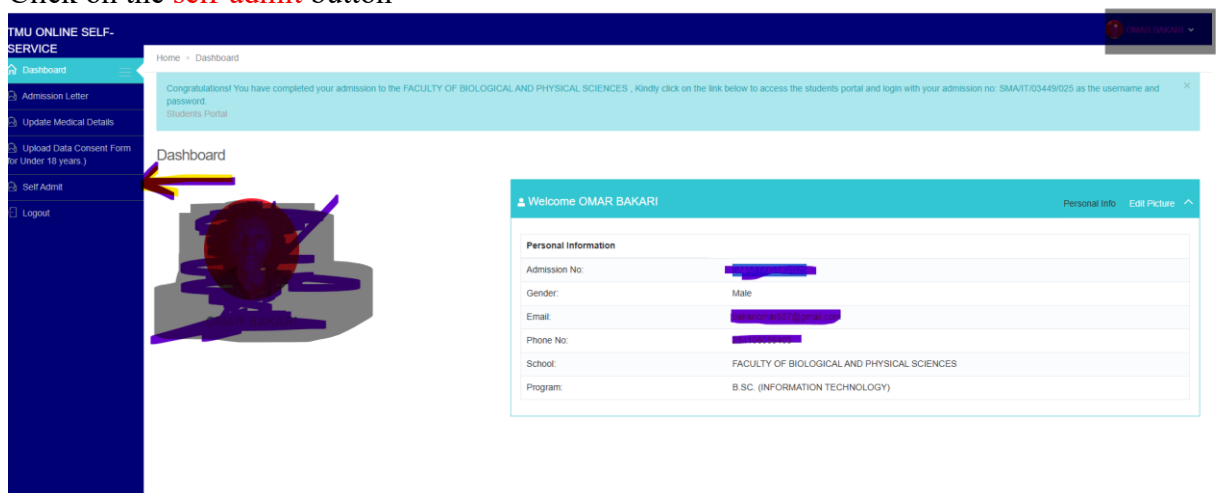
Choose file No file chosen

Back Submit

- Proceed to download your admission letter

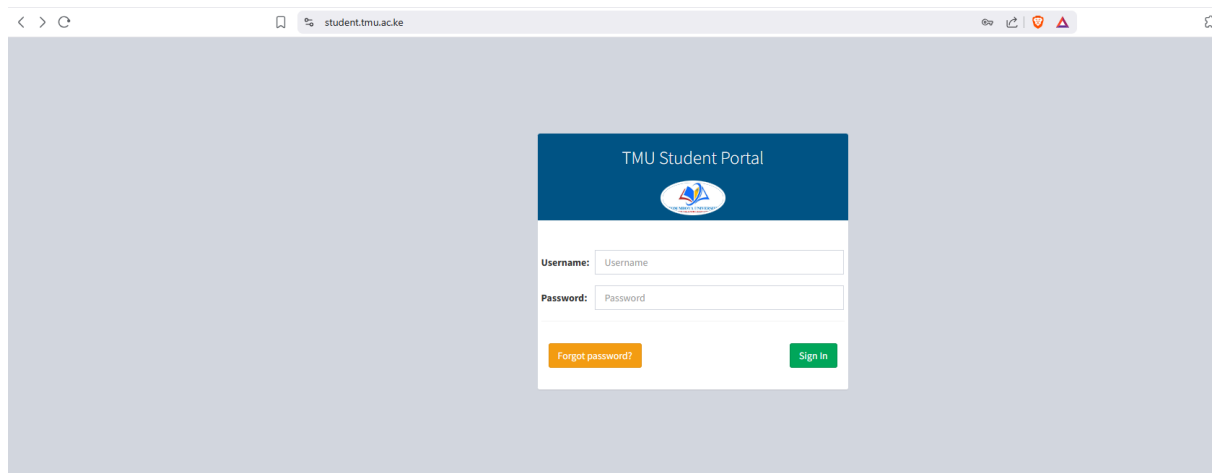


7. Click on the **self-admit** button

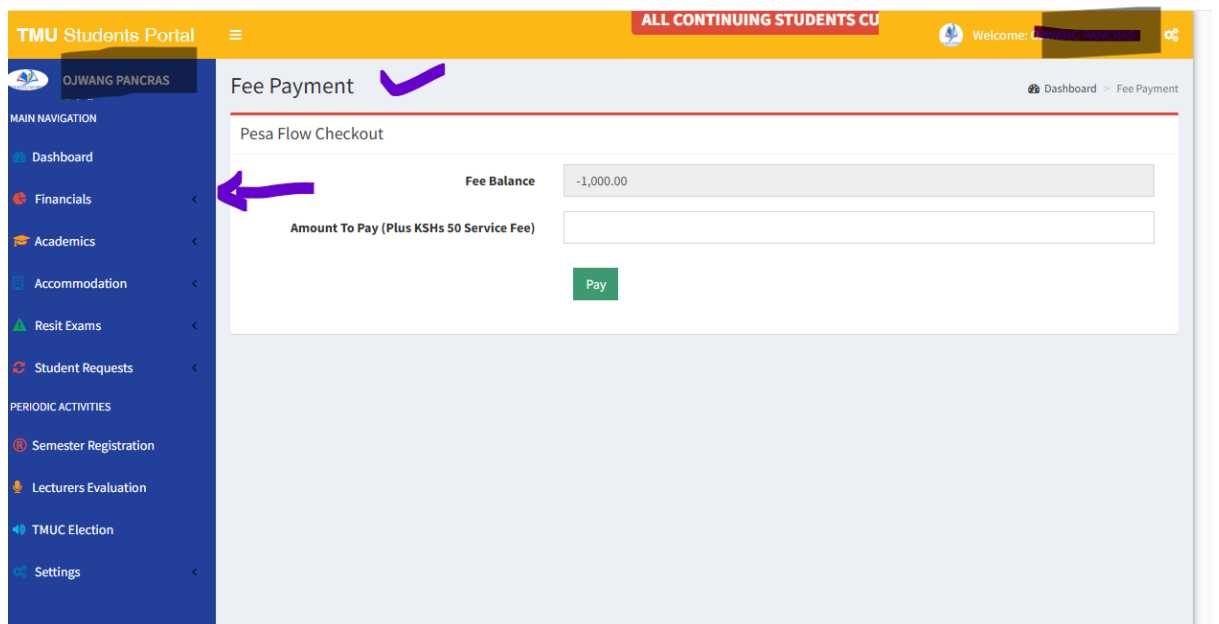


8. After SELF ADMIT, you are now fully admitted to the university. Proceed to login in to your student portal using <https://student.tmu.ac.ke> using your university admission number also available on the admission letter as both your username and password (in capital letters).

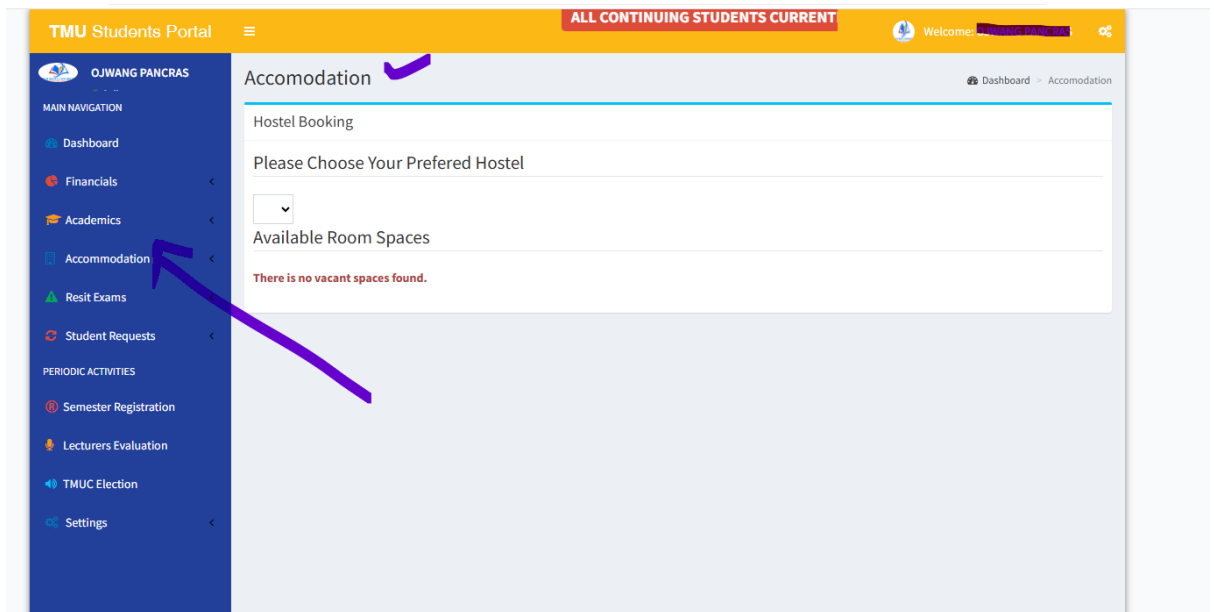
N/B The student portal will require you to change the password immediately



9. Once logged in, you can access your fees structure by clicking on **financials**, then **fee structure**. **In addition, you can proceed** to pay fees by going to financial then **pay fees**, as shown below



10. You can additionally book accommodation and pay, room availability is on first come first serve basis



Karibu Tom Mboya University