

KENYA INSTITUTE OF SPECIAL EDUCATION

JOINING INSTRUCTIONS FOR FULLTIME STUDENTS

1.0 Registration

1.1 Required Documents

On the day of registration, you **MUST** bring with you the following documents:

- a) Approved Study Leave from TSC (applicable for TSC employees only)
- b) Original admission letter together with these joining instructions.
- c) Original Academic certificates and certified photocopies of the same.
- d) School leaving certificates and certified photocopies of the same.
- e) Original letter of appointment from the Teachers Service Commission and a certified photocopy of the same.
- f) Confirmation of appointment and a certified photocopy of the same.
- g) Certificate of registration as a teacher and a certified photocopy of the same.
- h) Original P1 certificate and a certified photocopy of the same.
- i) Original national identity card and a certified photocopy of the same (both sides).
- j) Birth certificate and copy of the same.
- k) Two recent passport size photographs (not photo me) certified by your Head of Institution or Sub County Director of Education/Advocate of High Court of Kenya.
- l) One copy of medical form duly completed, signed & stamped by a Government medical officer. (A medical examination form in the downloads)

Note:

- Registration takes place in the Institute between at 8.30am and 5.00 p.m. on the designated dates. There no registration after 5pm.
- No registration process shall take place unless you have been granted leave by TSC.
- Ensure your original certificates are returned to you after verification during the registration exercise.

2.0 Student Fees Contribution

2.1 When to Pay

Students are encouraged to pay their fees in full during registration.

2.2 Methods of Payment

All payments should be made through e- Citizen, <https://kise.ecitizen.go.ke/> or by logging into KISE student portal using your admission number (in caps) as both your username and password and proceed to financials for fee payment.

CASH PAYMENTS ARE NOT ACCEPTED

Reference to <https://shorturl.at/RMeFQ>

3.0 Examinations

3.1 Internal Examination

All Internal Examinations and timed CATs are guided by the Institute Examination Regulations.

3.2 KNEC Examinations

Examinations administered by Kenya National Examinations Council (KNEC) are guided by KNEC regulations.

3.3 Final teaching practice

During this exercise students are attached to a school for a period not less than 10 weeks. Each student is required to purchase ten (20) manila papers, twenty (20) pieces of newsprint and assorted colours of felt pens (at least one (1) packet) for preparing teaching and learning resources

3.4 Laptop

To facilitate the KNEC e-assessment process, all teacher trainees are required to have laptops with the following minimum specifications: -

3.4.1 Licensed Windows 10 version 22H2 and above;

3.4.2 14-Inch screen (minimum resolution 1920 x 1080);

3.4.3 Integrated Webcam;

3.4.4 HDD 256gb SSD;

3.4.5 Memory 8gb;

3.4.6 Core i3 gen 6 above;

3.4.7 Internal Battery that can last for more than 3hrs;

3.4.8 IEEE 802.11 wireless capability (ac, g or n).

4.0 Study Leave

4.1 Students seeking study leave from TSC are advised to;

1. Apply for leave using the HRMIS leave module form for teachers attaching the admission letter and duly filled bonding forms obtained from TSC Website (downloads)
2. Follow up with the Head of Institution and Sub County Director for remarks in the HRMIS leave module

5.0 Rules and Regulations

The Institute Management is responsible for administering stipulated rules and regulations and control of student's behavior. Students are expected **to adhere** to rules and regulations without exception.

Student Teachers are required to adhere to the TSC Code of Conduct and Ethics in addition to the KISE Code of Conduct and Ethics.

6.0 Student Wellness and Health Care

6.1 Institute Wellness and Health Centre (WHC)

The WHC is open to all students. It caters free consultations and medication paid for. Students seeking medical attention from external medical providers will meet expenses incurred. Medical schemes can meet such cost.eg NHIF

6.2 What is not Offered at the WHC'

The Institute does not provide dental, optical and chronic illness treatment.

6.3 Medical History

Students are advised to provide information on any recurring /chronic illnesses and also bring medical documents to ascertain the nature of illness. This will help us care for you better.

7.0 Institution Routine

7.1 Class activities

Monday to Friday: 8.00 a.m. - 4.00 p.m.

7.2 Co-curriculum activities

Monday to Thursday: 4.30 a.m. - 6.00 p.m.

7.3 Preps:

Monday to Friday: 8.00 p.m. - 10.00 p.m.

NB: Preps should only take place in the classroom and/or in the library.

7.4 Library

Monday to Friday: 8.00 a.m. –10.00 p.m.

Saturdays: 8.30 a.m. – 4.00 p.m

7.5 Social activities: Saturdays
(when required)

7.6 Accommodation

Accommodation is available on a first come first serve basis.

Note: No cooking in the hostels

7.7 Quiet time

Monday to Sunday: 10.00 p.m. - 5.30 a.m. During quiet time lights must be off.

7.8 Co-Curricular Activities - Games and Sports, Choir & Drama

These activities are compulsory and all students are encouraged to participate and represent the Institute in competitions.

7.9 Class Attendance

All students must attend all lectures, scheduled activities and abide by the Institute's routine

8.0 Additional Information

8.1 Bedding and Toiletries

Students **MUST** bring the following items for personal use:

1. At least one pair of bed sheets
2. Two warm blankets (Nairobi can be very cold at times)
3. A bathing towel
4. A pillow and a pillow case
5. Enough personal effects e.g. tooth paste, toilet paper, washing and bathing soaps etc
6. A torch/spotlight for emergencies
7. Water bucket/basin
8. A mosquito net
9. A cup, a plate and cutlery
10. 1 Dust coat (Blue)

8.2 Stationery

Students are advised to come with adequate writing materials

- Exercise books (Register A4) 120 pages for each subject (Ten subjects per term)
- Blue, black & red pens and HB pencils
- 2 squared exercise books (200 pages)
- Adequate money to purchase materials for preparing teaching and learning resources (projects) as per area of specialization

I **ADM NO:** hereby confirm to have read and understood the joining instructions and the Institute rules and regulations.

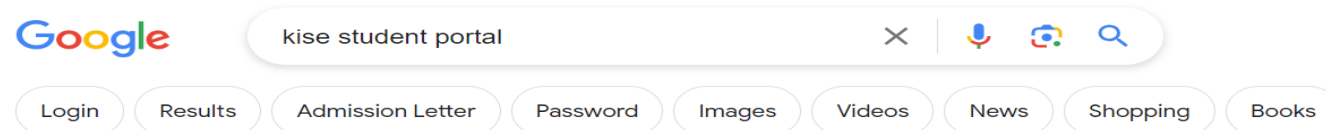
I wish to confirm that I shall comply.

Name: **Signature**.....

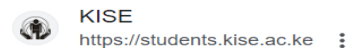
ID: **Date:**.....

E-CITIZEN PAYMENT VIA STUDENT PORTAL

Step 1-Log into your students portal by typing [Kise student portal](#) on the home page of google as shown below and click on the [KISE Login](#) footer.



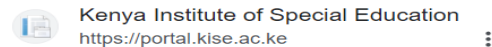
About 374,000 results (0.27 seconds)



[KISE Login](#)

Mobile Master Page. **KISE Login**. User Avatar. Username: Password: Forgot password? Sign In.

Mobile view | Switch to Desktop.



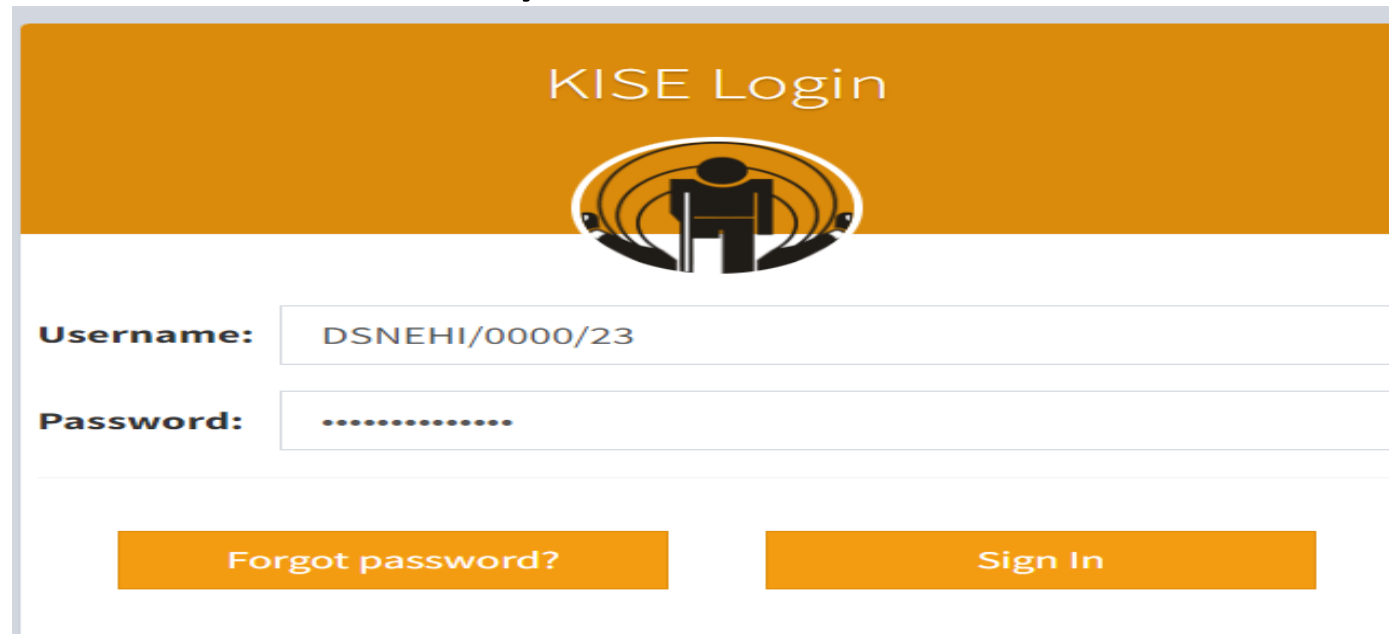
[Mobile Master Page](#)

Mobile Master Page. Please sign in. Username: Password: Forgot Password? Sign in. Mobile

view | Switch to Desktop.

E-CITIZEN PAYMENT VIA STUDENT PORTAL

Log into your account whereby for the first time log-in, your **username** and **password** is your **admission number** in **capital letters** as it appears in your **admission letter** for as shown below. To those who can't remember their password click on the forgot password for the reset options which will be sent to your email address.



The screenshot displays the KISE Login interface. At the top, there is a blue header with the text "KISE Login" and a logo of a person sitting at a desk with a computer. Below the header, there are two input fields: "Username:" with the value "DSNEHI/0000/23" and "Password:" with a masked password represented by dots. At the bottom, there are two buttons: "Forgot password?" and "Sign In".

E-CITIZEN PAYMENT VIA STUDENT PORTAL

Enter the amount that you need to pay and make sure the service fee is factored ,for example if I want to pay 20,000 I will insert 20050 inclusive of the convenience fee. On this you can insert any amount you want without needing any approval. Once you have inserted the amount you want to pay click pay. Note the figure shouldn't have any special character e.g a comma.

The screenshot shows the KISE Portal interface for a student named 'Dummy Student'. The page title is 'Fee Payment' and the breadcrumb trail is 'Dashboard > Fee Payment'. The main content area is titled 'Pesa Flow Checkout' and displays a 'Fee Balance' of 19,709.00. Below this, there is a text input field for 'Amount To Pay (Plus KSHs 50 Service Fee)' containing the value '20050'. A green 'Pay' button is positioned below the input field. The left sidebar contains navigation options: Dashboard, Financials, Academics, Accommodation, Special Exams, Settings, Session Registration, and Lecturers Evaluation. The top navigation bar includes the KISE Portal logo, a hamburger menu, and a user profile section with the text 'Welcome: Dummy Student' and a settings gear icon.

Field	Value
Fee Balance	19,709.00
Amount To Pay (Plus KSHs 50 Service Fee)	20050

E-CITIZEN PAYMENT VIA STUDENT PORTAL

Choose your mode of payment, lets use Mpesa which is very common, click Mpesa.

Dummy Student,

PAYMENT REF EVOQZVMY	TOTAL BILL KES 20,050.00
--------------------------------	------------------------------------

Select Payment Mode

Mpesa	Stanbic Bank
Kenya Commercial Bank	Equity Cash
Co-operative Bank (KES)	RTGS

E-CITIZEN PAYMENT VIA STUDENT PORTAL

- Once you have logged in, your portal looks like shown below, then click [Financials](#) and click [Fee Payment](#).

The screenshot shows the KISE Portal dashboard for a student. The header is yellow and contains the text "KISE Portal" on the left, a hamburger menu icon in the center, and a user profile icon with the text "Welcome: Dummy Student" and a settings gear icon on the right. The left sidebar is green and contains the text "Dummy Student" with a user icon and "Online" status. Below this is the "MAIN NAVIGATION" section with a "Dashboard" link and a "Financials" dropdown menu. The "Financials" menu includes "Fee Payment", "Profoma Invoice", "Fees Statement", "Fees Statement - PDF", "Payment Receipts", and "Fee Structure". At the bottom of the sidebar is the "Academics" link. The main content area is light gray and titled "Dashboard". It features three summary cards: "TOTAL BILLED: Ksh. 19,719.00" (orange), "TOTAL PAID: Ksh. 10.00" (green), and "BALANCE: Ksh. 19,709.00" (blue). Each card has a "View Details" link. Below these cards is a "User Profile" section with a circular profile picture of a student reading a book. To the right of the profile picture is a "Personal Information" section with three update buttons: "Update Center", "Update Index Number", and "Update Profile". The personal information fields are: "Admission No: 3863", "ID/ Passport:", "Full Name: Dummy Student", "Gender:", and "Date of Birth:".

KISE Portal Welcome: Dummy Student

Dummy Student Online

Dashboard

TOTAL BILLED: Ksh. 19,719.00
View Details

TOTAL PAID: Ksh. 10.00
View Details

BALANCE: Ksh. 19,709.00
View Details

User Profile

Personal Information Update Center Update Index Number Update Profile

Admission No: 3863

ID/ Passport:

Full Name: Dummy Student

Gender:

Date of Birth:

E-CITIZEN PAYMENT VIA STUDENT PORTAL

Proceed to click here to receive Mpesa Menu

Pay Using M-PESA KES 20,050

1. Click [here](#) to receive M-PESA Menu
2. Enter your M-PESA PIN and click OK
3. You will receive a confirmation SMS from M-PESA
After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below

1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number **222222**
4. Enter Account Number **EVQZVMY**
5. Enter the amount **20050.00**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

[Cancel](#) [Complete](#)

E-CITIZEN PAYMENT VIA STUDENT PORTAL

- Then proceed to insert your payment phone number, make sure its safaricom number and it only appears once and then click initiate payment.

Pay Using M-PESA KES 20,050

1. Click [here](#) to receive M-PESA Menu

Phone Number

[Initiate Payment](#)

2. Enter your M-PESA PIN and click OK

3. You will receive a confirmation SMS from M-PESA

After you receive a successful reply from M-PESA, click the complete button below.

E-CITIZEN PAYMENT VIA STUDENT PORTAL

A pop up will come up into your phone where you are only required to insert your Mpesa pin only, and then press complete and you will have paid and the amount will reflect on your portal instantly.

Please, check your phone for STK Menu

1. Click [here](#) to receive M-PESA Menu
2. Enter your M-PESA PIN and click OK
3. You will receive a confirmation SMS from M-PESA

After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below

1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number **222222**
4. Enter Account Number **EJKLXQE**
5. Enter the amount **20050.00**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

Cancel

Complete