

KENYA INSTITUTE OF SPECIAL EDUCATION

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NAIROBI, KENYA

JOINING INSTRUCTIONS FOR DIPLOMA IN SPECIAL NEEDS EDUCATION STUDENTS (2026/2027 INTAKE)

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 for full-time students (applicable for TSC employees only)
- b) Original admission letter together with these joining instructions.
- c) Original Academic certificates.
- d) Original letter of appointment from the Teachers Service Commission.
- e) Confirmation of appointment.
- f) Certificate of registration as a teacher.
- g) Original P1/ECDE certificate.
- h) Original national identity card.
- i) One copy of the medical form duly completed, signed & stamped by a Government medical officer. (A medical examination form is in the downloads.)

Note:

- Registration takes place in the Institute between 08:30 am and 05:00 p.m. on the designated dates. There is no registration after 05:00 pm.
- No registration process shall take place unless TSC has granted you leave.
- Ensure your original certificates are returned to you after verification during the registration exercise.

2.0 Student Fees Payment

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 the KISE student portal using your admission number (in caps) as both your username and password, then proceeding to financials for fee payment.

CASH PAYMENTS ARE NOT ACCEPTED

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

3.0 Assessments

3.1 Internal Assessment

All Internal Assessments and timed CATs are guided by the Institute Assessment Regulations.

3.2 KNEC Assessments

Assessments administered by the 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 of 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 controlling students' behaviour. 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 offers free consultations and medication paid for. Students seeking medical attention from external medical providers will meet the expenses incurred. Medical schemes can meet such cost. eg SHA

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-curricular 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

7.10 School field trips

Field trips are paid for directly by the students; it is not part of the school fee

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 pillowcase
5. Enough personal effects e.g. toothpaste, 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 the area of specialization.

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

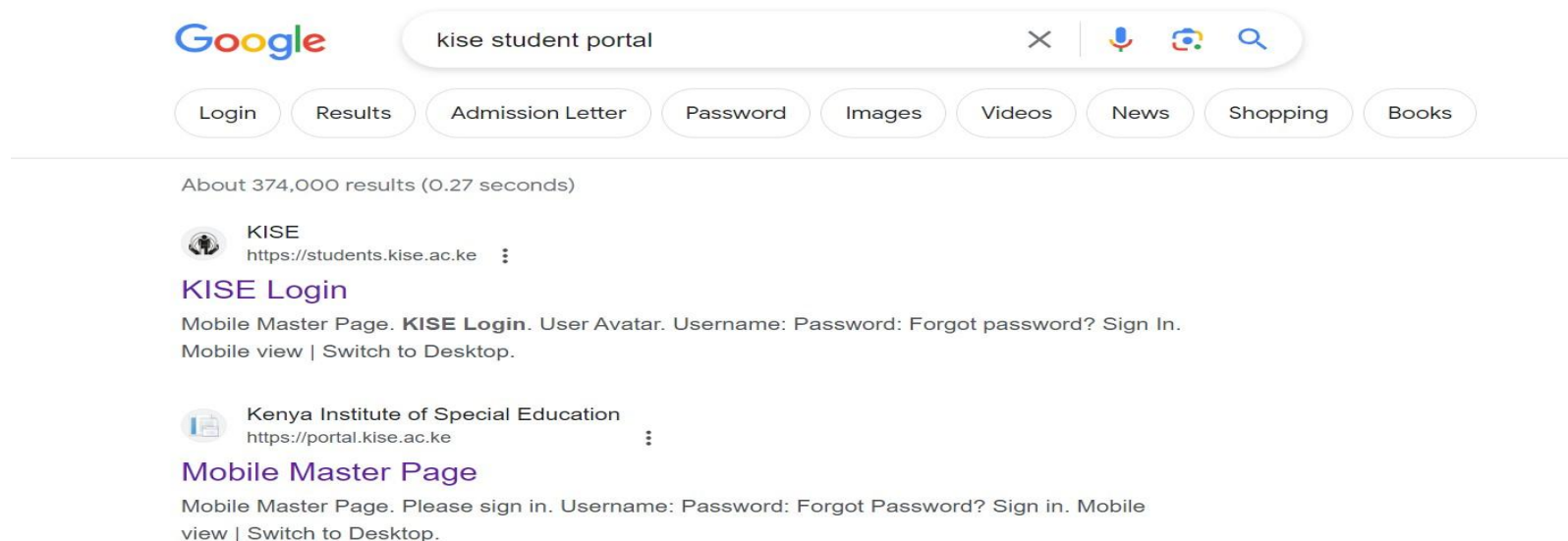
I wish to confirm that I shall comply.

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.



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 image shows a web login interface for KISE. At the top, there is an orange header bar with the text "KISE Login" in white. Below the header, centered, is a circular logo featuring a stylized figure holding a book or tablet. The main area is white and contains two input fields. The first field is labeled "Username:" and contains the text "DSNEHI/0000/23". The second field is labeled "Password:" and contains a series of dots. Below these fields, there are two orange buttons: "Forgot password?" on the left and "Sign In" on the right.

KISE Login

Username: DSNEHI/0000/23

Password:

Forgot password? 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.

KISE Portal☰

Welcome: Dummy Student

**Dummy Student**
● Online

MAIN NAVIGATION

-  Dashboard
-  Financials <
-  Academics <
-  Accommodation <
-  Special Exams <
-  Settings <
- PERIODIC ACTIVITIES
 -  Session Registration
 -  Lecturers Evaluation

Fee Payment

Dashboard > Fee Payment

Pesa Flow Checkout

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

E-CITIZEN PAYMENT VIA STUDENT PORTAL

Dummy Student,

PAYMENT REF
EVQZVMY

TOTAL BILL
KES 20,050.00

Select Payment Mode

Mpesa

Stanbic Bank

Kenya Commercial Bank

Equity Cash

Co-operative Bank (KES)

RTGS

Choose your mode of payment, let's use Mpesa which is very common, click Mpesa.

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 named Dummy Student. The interface includes a top navigation bar, a left sidebar with a main navigation menu, and a central dashboard area with three summary cards and a user profile section.

KISE Portal | Welcome: Dummy Student

Dashboard

Summary Cards:

- 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:	

Left Sidebar:

- Dummy Student** (Online)
- MAIN NAVIGATION**
- Dashboard**
- Financials** (Expanded)
 - Fee Payment
 - Profoma Invoice
 - Fees Statement
 - Fees Statement - PDF
 - Payment Receipts
 - Fee Structure
- Academics**

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

0700000000

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