

GUIDELINES ON ONLINE APPLICATION for STUDENTS ID

Step 1

On the University Website, *Portals section*, [click on Students ID](#)

Step 2: Fill details of, your registration number and Index Number as password. **Please take note of the format of the index number. It ends with /2019**

The screenshot shows the Pwani University logo at the top. Below it is a form titled "Online Inter...". The form contains the following text and fields:

- Text: "Before applying, kindly confirm your cluster and Cut of Points"
- Text: "Registration Number"
- Text input field for Registration Number
- Text: "Please Enter your Index Number. Format is XXXXX/2019"
- Text input field for Index Number
- Text: "Login" (button)

Annotations include:

- A red box labeled "Your Admission Number" pointing to the Registration Number field.
- A red box labeled "Password-Index No. /2019" pointing to the Index Number field.
- An orange horizontal bar is present to the right of the Registration Number field.

Step 3: Confirm details of your name

Welcome, Logged in as [redacted]

[Log out](#)

Welcome [redacted] e ALL DETAILS in CAPITAL. Please confirm your Names and write in the Order in which it will appear on your ID

Please attach your Photo

YOUR COURSE * REG_NO

ORIGINAL NAME* CONFIRMED/ACCEPTED NAME IN CORRECT ORDER* (AS APPEARS IN YOUR PU ADMISSION LETTER) (DO NOT USE INITIALS).

UPLOAD IMAGE HERE (2 X 2 INCHES / 192 X 192 PIXELS JPEG FILE) THE FILE NAME MUST BE YOUR PU ADMISSION NUMBER (EG AB01PU000020) *

No file chosen

Step 4: Upload your photo, it needs to be in Jpeg /Jpg format. Please ensure your photo is 2 by 2 inches or 192 by 192 pixels. Name your image with your admission number.

Successful application will appear as follows

Welcome AB02/PU/42646/20, Write ALL DETAILS in CAPITAL. Please confirm your Names and write in the Order in which it will appear on your ID

Photo was uploaded Successfully

YOUR COURSE *	REG_NO
Bachelor of Arts in Philosophy	AB02/PU/42646/20
ORIGINAL NAME*	CONFIRMED/ACCEPTED NAME IN CORRECT ORDER* (AS APPEARS IN YOUR PU ADMISSION LETTER) (DO NOT USE INITIALS).
M	M U

UPLOAD IMAGE HERE (2 X 2INCHES / 192 X 192 PIXELS JPEG FILE) THE FILE NAME MUST BE YOUR PU ADMISSION NUMBER (EG AB01PU000020) *

Choose File No file chosen

Upload Photo

Errors

NB: If you upload a wrong format, you will get wrong format error as shown below

Welcome AB02/PU/42646/20, Write ALL DETAILS in CAPITAL. Please confirm your Names and write in the Order in which it will appear on your ID

You file extension must be .jpeg, .jpg or .png

YOUR COURSE *	REG_NO
Bachelor of Arts in Philosophy	
ORIGINAL NAME*	CONFIRMED/ACCEPTED NAME IN CORRECT ORDER* (AS APPEARS IN YOUR PU ADMISSION LETTER) (DO NOT USE INITIALS).
	N

UPLOAD IMAGE HERE (2 X 2INCHES / 192 X 192 PIXELS JPEG FILE) THE FILE NAME MUST BE YOUR PU ADMISSION NUMBER (EG AB01PU000020) *

Choose File No file chosen

Upload Photo

NB: If you upload a wrong dimension you will get this error

Welcome AB02/PU/42646/20, Write ALL DETAILS in CAPITAL. Please confirm your Names and write in the Order in which it will appear on your ID

Please upload the correct dimensions : 192 * 192

YOUR COURSE *

Bachelor of Arts in Philosophy

REG_NO

AB02/PU/42646/20

ORIGINAL NAME*

MATHEWS ROSSBETH RIMES

CONFIRMED/ACCEPTED NAME IN CORRECT ORDER* (AS APPEARS IN YOUR PU ADMISSION LETTER) (DO NOT USE INITIALS).

M

UPLOAD IMAGE HERE (2 X 2INCHES / 192 X 192 PIXELS JPEG FILE) THE FILE NAME MUST BE YOUR PU ADMISSION NUMBER (EG AB01PU000020) *

Choose File No file chosen

Upload Photo