

## THE ONLINE STUDENT APPLICATION PROCESS

### What you will need:

- A soft copy of your passport size photo. Properly cropped and a good resolution
- A soft copy of your O-level certificate and for diploma students A-level certificate as well
- Your National Id NIN
- Ready access to your email address

### Things to Note:

- Big size soft copy uploads will not be accepted in which case you may have to resize them before uploading
- If you get an error in the middle of the application please logout and login again using the application id sent to your email and the password you provided at registration

### To apply:

1. go to: <http://applications.itc.ac.ug/> OR VIA our website [www.itc.ac.ug](http://www.itc.ac.ug) > portal > login /apply

For New students:

2. Create an account:
  - by filling in your email address,
  - select student as your category from the drop down menu,
  - create a password, and
  - confirm the password
3. You will be redirected to another form where you will need to fill in a verification code (get the verification code from your email)

### PERSONAL INFORMATION

4. Fill in your personal information making sure to properly fill all the fields that are marked with double asterisk [\*\*].
  - Leave your category as Ordinary.
  - Upload your passport size photo and click SAVE PHOTO before clicking on the UPDATE/NEXT button

## PROGRAM/INTAKE DETAILS

5. Select the study intake on the form provided in the next tab. Take care to select the appropriate intake.
  - Choose your sponsor in the drop down box at the bottom, other fields will be auto-populated.
  - Click UPDATE/NEXT button to proceed

## PAPERS APPLIED FOR

6. On the next tab, click add paper and fill the form fields that will be provided in the table below. Do this for all the papers you are applying for

## PASS SLIP RESULTS

7. Fill your O-level grades subject by subject in the table provided
  - Make sure to upload your o-level UCE pass slip/certificate and Click Upload Pass slip
  - Click NEXT button to proceed

## EDUCATION BACKGROUND

8. Click add new record and fill the form fields provided in the table below with your academic information as required

## EMPLOYMENT BACKGROUND

9. Click add new record and fill the form fields provided in the table below with your employment history information as required

## DECLARATION

10. Make sure you have entered the correct data, click on the checkbox provided with the declaration and submit your application.
  - Self-sponsored students: Make the initial payments as indicated on the auto generated invoice and wait for validation to receive your admission letter
  - Company sponsored students: Your sponsor will be able to view and approve your application after which they can provide you with your admission letter.