

## HOW TO APPLY FOR A COURSE AND PAY APPLICATION FEE AT FINSTOCK EVARSITY COLLEGE

This tutorial is aimed at guiding prospective students on how to apply for a course at Finstock Evarsity College. The tutorial presents a step to step breakdown of what is expected during the application process.

### Step 1: Various courses

Courses can be found under schools (1), short courses (2), professional courses (3), international courses (4), Free courses (5) and jobs (6).

*Pictorial 1: Various courses*

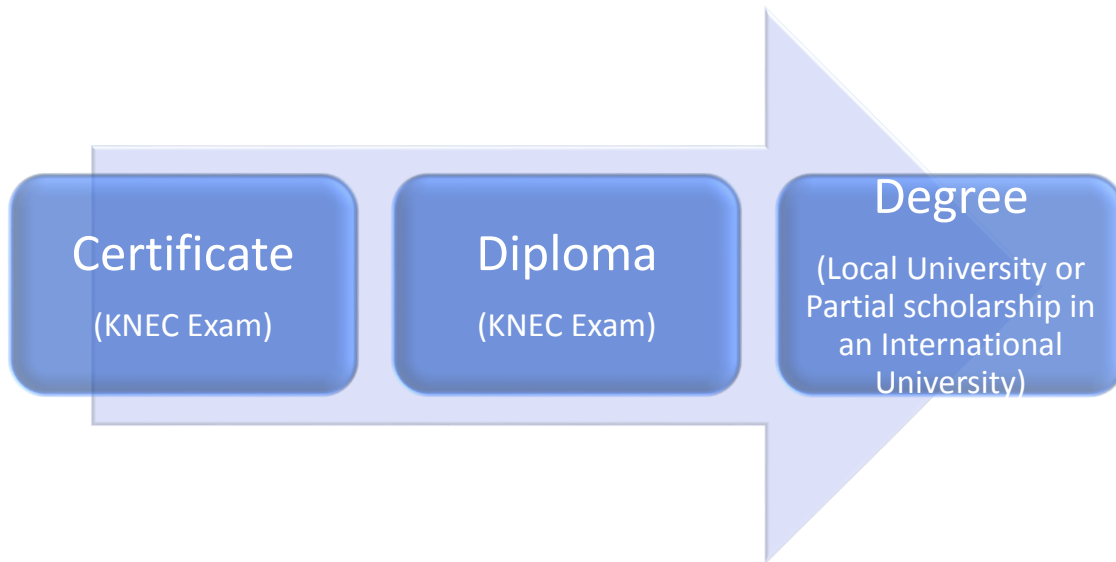


The image shows a screenshot of the Finstock Evarsity website. At the top left is the logo for Finstock Evarsity, featuring a shield with 'fe' and the tagline 'e-learning excellence'. To the right of the logo are social media icons for Facebook, Twitter, Google+, and YouTube, along with links for 'Agents Sign-up', 'Register Now', and 'Portal Login'. Below these is a navigation menu with the following items: 'Home', 'About Us', 'Schools', 'Short Courses', 'Professional Courses', 'International Courses', 'Free Courses', 'Jobs', 'Blog', and 'Contact Us'. The items 'Schools', 'Short Courses', 'Professional Courses', 'International Courses', 'Free Courses', and 'Jobs' are circled in red, with handwritten numbers 1 through 6 above them respectively. Below the navigation menu is a large banner with the text 'Enroll for Free courses in:' followed by a list of courses: 'SPSS', 'STATA', 'Advanced Excel', and 'Basics in customer Care'. The banner also features a woman holding a laptop with the Finstock Evarsity logo on it. At the bottom of the page, there is a footer with the text 'Welcome to Finstock Evarsity', a video player for 'Finstock Evarsity Introduction Video', and a status indicator 'Offline'.

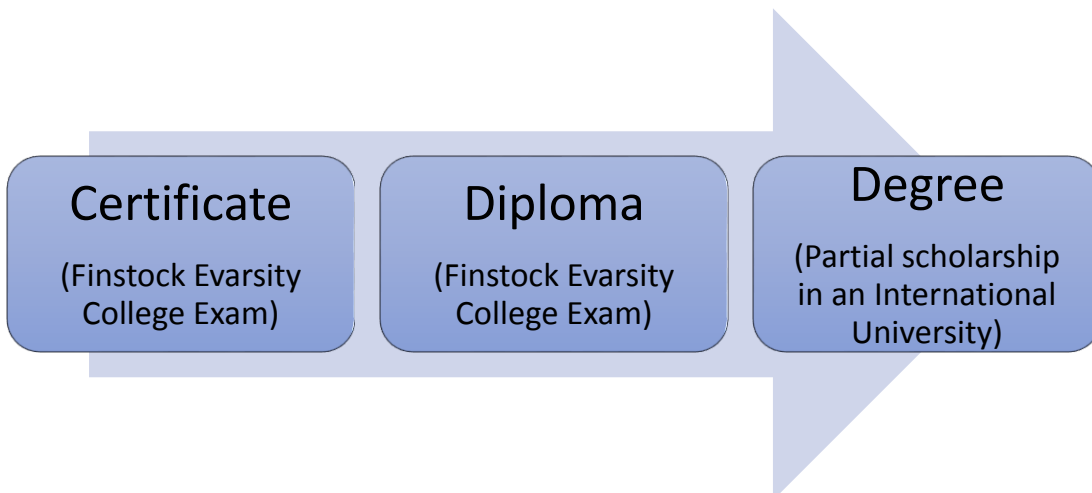
## Step 2: Schools

The course under “schools” are related to certificates and diplomas which are examinable by either Kenya National Examinations Council (KNEC) or Finstock Evarsity College, or both. After completion of the courses under “schools”, one can choose to follow the KNEC exam or Finstock Evarsity Exam to Degree path.

*Pictorial 2: The KNEC Path*

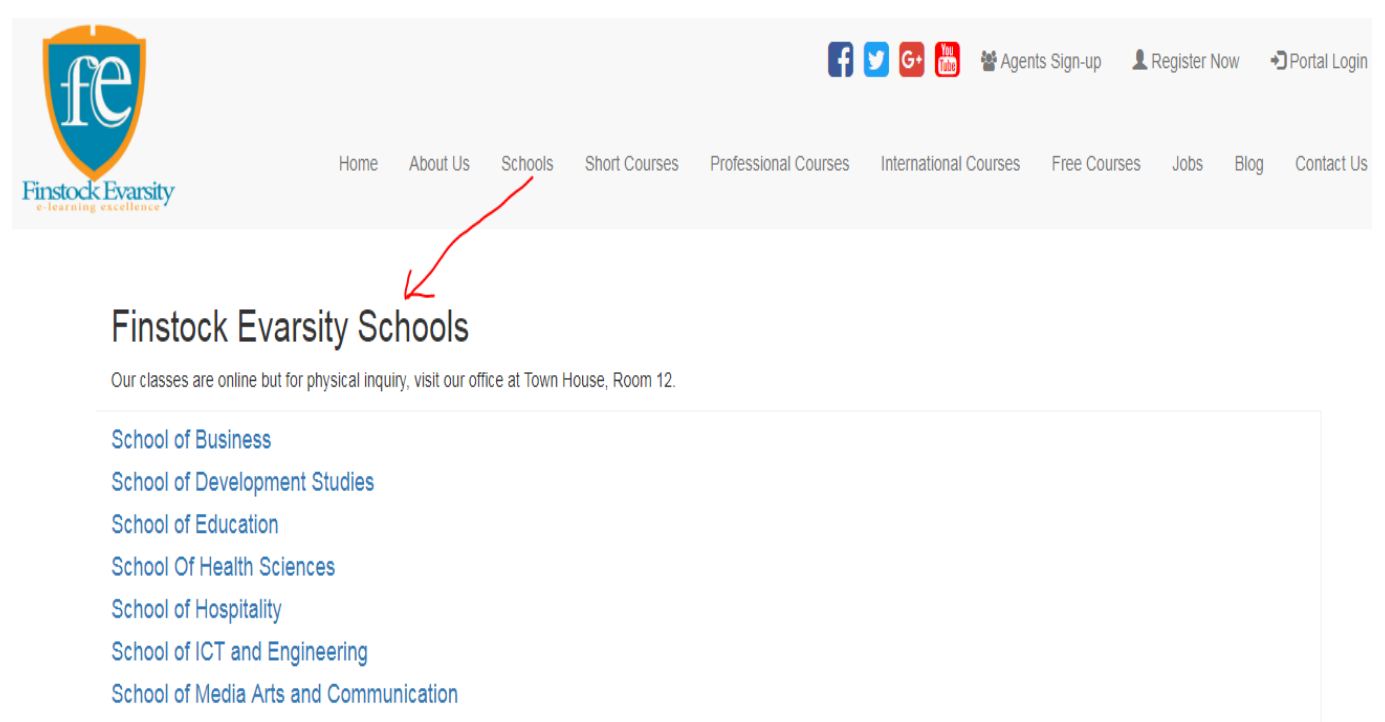


*Pictorial 2: The Finstock Evarsity College Path*



### Pictorial 3: Various Schools

There are seven schools under “schools” and more are being added by the day.



The screenshot shows the website header with the Finstock Evarsity logo on the left and social media icons (Facebook, Twitter, Google+, YouTube) and utility links (Agents Sign-up, Register Now, Portal Login) on the right. The navigation menu includes: Home, About Us, Schools, Short Courses, Professional Courses, International Courses, Free Courses, Jobs, Blog, and Contact Us. A red arrow points to the 'Schools' link. Below the navigation bar, the page title is 'Finstock Evarsity Schools'. A sub-header reads: 'Our classes are online but for physical inquiry, visit our office at Town House, Room 12.' A list of seven schools is displayed in a box:

- [School of Business](#)
- [School of Development Studies](#)
- [School of Education](#)
- [School Of Health Sciences](#)
- [School of Hospitality](#)
- [School of ICT and Engineering](#)
- [School of Media Arts and Communication](#)

Pictorial 4: Sample School "School of Business".

In a sample school, for example, school of business, both diploma and certificate courses are listed.

The screenshot displays the website for Finstock Evarsity, featuring a navigation menu and a section for 'School of Business Courses & Fee Structure'. The page lists two columns of courses: Diploma Courses and Certificate Courses. The 'Diploma Courses' header is circled in red. The 'Certificate Courses' header is also circled in red. The 'Certificate In Business Management' course is marked as 'Offline'.

Diploma Courses	Certificate Courses
Diploma In Entrepreneurship	Certificate In Entrepreneurship
Diploma In Banking & Finance	Certificate In Banking & Finance
Diploma In Business Management	Certificate In Sales And Marketing
Diploma In Sales And Marketing	Certificate In Human Resource Management
Diploma In Human Resource Management	Certificate In Business Management <b>Offline</b>

*Pictorial 5: Sample Course “Diploma in entrepreneurship”*

There are various tabs which contain information under every course. The “entry requirement” shows the minimum grade required for the course and the duration that the course takes. The “fee structure” tab shows the fee breakdown of the whole course. The “overview” tab shows the units and the respective trimesters in which they are undertaken. The “FAQ” tab shows the “application window”, “installments” and “group scholarship”, among “other frequently asked questions”.

## School of Business Courses & Fee Structure

Our classes are online but for physical inquiry, visit our office at Town House, Room 12.

### Diploma Courses

Entrepreneur Diploma In Entrepreneurship

1 Entry Requirement 2 Fee Structure 3 Overview 4 Course Description

5 Instructor 6 Examining Body 7 FAQs

### Entry Requirement

Entry Requirement

C-

Duration: 12 months (3 semesters)

Register Now

### Step 3: Application Form

Upon clicking “Register now”, an application form will pop up and you shall be required to enter all required data and pay ksh 1,000 application fee.

*Pictorial 6: Application Form*

**Course Registration Form**

\* All fields marked with asteriks (\*) are required to complete the application

\* At the end of the application, you will be required to pay registration fee of **KES 1,000.00**

### Personal Details

<b>Surname *</b>	<b>First Name *</b>	<b>Middle Name *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Phone/Mobile No. *</b>	<b>Email Address *</b>	<b>Citizenship *</b>
<input type="text" value="+254 712 123456"/>	<input type="text"/>	<input type="text" value="Kenya"/>
<b>City/Town/Suburb *</b>	<b>State/County *</b>	
<input type="text"/>	<input type="text"/>	

### Pictorial 7: Submit and Pay Now

Once the application form is complete, click “submit and pay now”.

## Additional Information & Declaration

How did you learn about us (please tick all that apply):

Evarsity website  Evarsity prospectus  Colleague/friend/family  Poster/banner  Facebook  Twitter  Google  Agent

Others (please specify)


Declaration \*

I have confirmed that the information I have given herein is correct.

Email use consent \*

Let me receive other offers from Finstock Evarsity

Security Code: \*

I'm not a robot   
reCAPTCHA  
Privacy · Terms

[Back to Login](#)

[Submit and Pay](#)

Once you click “Submit and Pay”, two things will happen,

1. Your details will automatically be submitted to Finstock Evarsity College for consideration. You will receive an automatic notification that the application has been received and is being evaluated ( See pictorial 8)
2. A payment options window will open. See pictorial 9.

*Pictorial 8: Application Receipt Acknowledgement*

Reply Reply All Forward



Sun 1/20/2019 9:58 AM

Finstock Evarsity <notification@finstockevarsity.com>

FINSTOCK EVARSITY - Application Received

To [Redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.

**FINSTOCK EVARSITY APPLICATION**

Dear [Redacted],

We at [FINSTOCK EVARSITY](#) would like to thank you for applying to study with us.

**Course Registered**

- (PMP) - Project Management Professional Certification

Your registration was successfully submitted and the responsible team members are going through the information you provided for qualification and verification purposes and shall soon be getting back to you on the status of your application.

All the best!

Admissions Office,  
FINSTOCK EVARSITY,  
P.O. Box 102280-00101  
Town House 2nd Flr, Suite 12, Kaunda Street,  
Nairobi, Kenya.  
TEL: +254 702212700



## Step 4: Payment Options

After clicking “Submit and pay”, You will get three payment options. Lipa na mpesa Express ( if you click this method, then you will be requested to enter your mpesa pin in your phone and the amount of KS 1,000 will automatically be deducted.

If you click on “lipa na mpesa manual” you will be required to make the normal paybill payment from your mpesa app and enter the transaction code in the space provided.

Option 3 “pesapal” is suitable for those who can comfortably pay using **VISA and Master Cards** and have no access to MPESA.

## Pictorial 8: Payment options

### Pictorial 9: Payment Options

You are about to pay KES 1,000.00



Select a payment method

For M-Pesa payment, use Lipa na M-Pesa Express instructions below for a simplified mobile payment.

1. Ensure you have access to your phone.
2. Click on the "Lipa na M-Pesa Express" icon. If successful, M-Pesa will push a PIN request to your phone.
3. Go to your phone screen and enter either your screen pattern or password.
4. You can now see the popup message from M-Pesa requesting you to enter your M-Pesa PIN.
5. Enter your M-Pesa PIN and then click OK.
6. You will receive M-Pesa SMS showing that you have successfully paid FINSTOCK EVARSITY

If not successful in above, click on "Lipa na M-Pesa Manual" icon for manual instructions on how to pay using the normal Lipa na M-Pesa procedure.

For card payments (Visa or Mastercard) please click on below "PesaPal Card/Mobile" icon and follow instructions.

<p><b>Lipa na M-Pesa Express</b></p> <p>New, simplified and secure way to make express m-pesa payment (single step verification).</p>  <p><a href="#">Pay Now</a></p>	<p><b>Lipa na M-Pesa Manual</b></p> <p>We still support the old way to make m-pesa payment using lipa na m-pesa instructions.</p>  <p><a href="#">Pay Now</a></p> <p><a href="#">Go Back</a></p>	<p><b>PesaPal Card/Mobile</b></p> <p>Easiest and secure way to make payment using debit/credit card and other options.</p>  <p><a href="#">Pay Now</a></p>
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## Other Payment Options

Incase, none of the 3 payment methods are suitable, you can click “**Go Back**” , exit the system and make payments using ;

**i) Our Ksh bank account;**

Acc: 0150270748060

Account name: Finstock Evarsity Limited.

Bank: Equity Bank Ltd

Bank code: 68

Scan or take a picture of the deposit slip and send it to 0703313722 via whatsapp.

ii) Simply use **paybill 566339** and indicate your **2 names** as your account number and whatsapp the transaction message to +254703313722.

iii) Use **eazypay** to make the transfer to Equity account number **0150270748060** and text the transaction message to +254703313722

iv) Use **dahabshil** and send us the transfer message to transaction message to +254703313722

v) **Paypal** and **Eazypay** will be coming soon.

### Step 5: Admission Letter

Once the application details have been received, an admission letter will be sent to your email within 24 to 36 hours. The particular details sent to your email are;

- i) And admission letter in Pdf (1)
- ii) A user name/student ID that will be used to login at the student login portal (2)
- iii) Password to be used to log in to the student’s portal (3)
- iv) A link to the student portal (4).

Pictorial 10: Admission letter

Reply Reply All Forward



Sat 1/19/2019 7:49 PM

Finstock Evarsity <notification@finstockevarsity.com>

FE/PMP/[redacted] - PMP Admission Letter

To [redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.



[redacted] admission-[redacted].pdf  
307 KB



**FINSTOCK EVARSITY ADMISSION LETTER**

Dear [redacted]

We at [FINSTOCK EVARSITY](#) would like to thank you for applying to study with us. Your details and qualifications were verified and you are hereby admitted to pursue the selected course. Open the attached admission letter and read it carefully.

Below are your portal access details:

Name: [redacted]

Portal URL: <https://finstockevarsity.com/cmis>

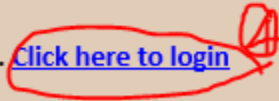
StudentID: [redacted]

Username: [redacted]

Password: [redacted]



**NB:** Please change your password on first login. [Click here to login](#)



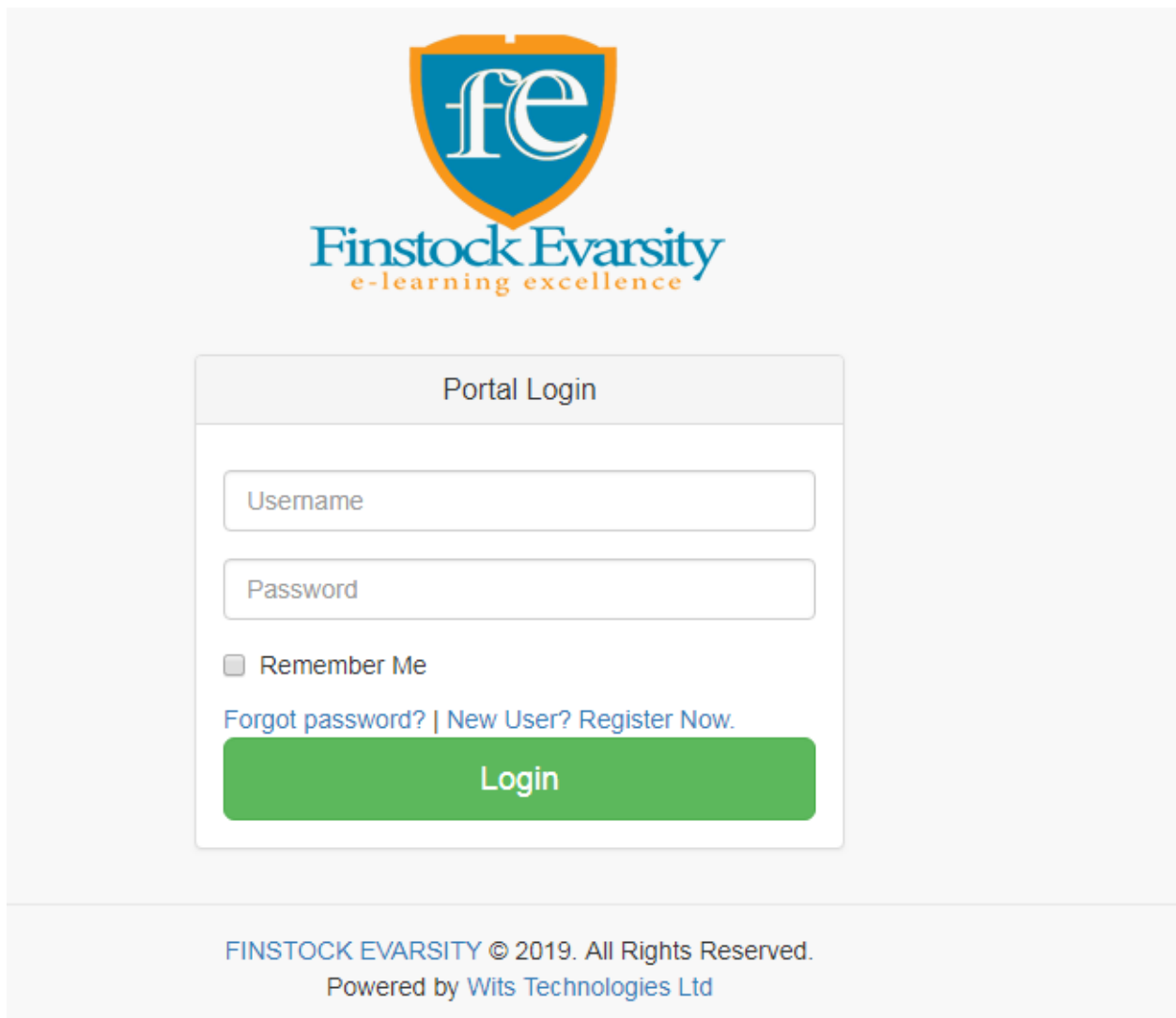
**What next?**

Use the link above to login to the portal and select the units you want to pursue.

Admissions Office,

*Pictorial 11: Login Portal*

The login portal is the avenue through which a prospective student interacts with the e-learning system by requesting to register units for the course and also to pay for the applications fees (in the event that paying the application fee was unsuccessful during the application stage). The course fees are also paid after login into the system. Consult the user guide on “**how to register and pay for unit fees**” .



The image shows a screenshot of the Finstock Evarsity e-learning portal login page. At the top center is the Finstock Evarsity logo, which consists of a blue shield with an orange border containing the lowercase letters 'fe' in white. Below the shield, the text 'Finstock Evarsity' is written in blue, and 'e-learning excellence' is written in orange below it. The main content area is a white box with a light gray border. At the top of this box is the title 'Portal Login'. Below the title are two input fields: 'Username' and 'Password'. Under the 'Password' field is a checkbox labeled 'Remember Me'. Below the checkbox is a link: 'Forgot password? | New User? Register Now.'. At the bottom of the box is a large green button with the text 'Login' in white. At the bottom of the entire page, there is a footer with the text: 'FINSTOCK EVARSITY © 2019. All Rights Reserved. Powered by Wits Technologies Ltd'.