

APPLICANTS MANUAL.

Step A: Application Process

1. Click on the link <https://hekima.jiunge.com>, you will be redirected to institution's landing page. Click on **Short Courses** or **Programmes** to apply for a course of choice. You will see an Open Intake with Courses offered.

The screenshot shows the HEKIMA UNIVERSITY COLLEGE website. The header includes the college logo, navigation links (Home, Short Courses, Programmes, Gallery), and buttons for APPLY NOW, LOG IN, and SIGN UP. A search bar is present with the placeholder text "Search by programme name". Below the search bar, there is a section titled "Popular Career Options". A red box highlights the "Open Intake" section, which includes "August Intake 2026", "Days Remaining: 63 days", and "Reporting: 14 Aug 2026". Below this, a table lists courses with columns: Programme Name, Duration, Intake(s), Campus, and App Fees. The table shows two courses: Bachelor of Theology (3 Years, August Intake 2026, Jesuit School of Theology, KES 2,100) and Master of Theology (2 Years, August Intake 2026, January Intake 2027, Jesuit School of Theology). A red box highlights the "APPLY NOW" button next to the Bachelor of Theology course.

Programme Name	Duration	Intake(s)	Campus	App Fees
Bachelor of Theology	3 Years	August Intake 2026	Jesuit School of Theology	KES 2,100
Master of Theology	2 Years	August Intake 2026, January Intake 2027	Jesuit School of Theology	

2. Click on **APPLY NOW** button on your selected course to apply/enrol. You may use the filters as you wish to get your precise course for application. You will be redirected to **create an account/register** on Sign Up page.

The screenshot shows the registration form on the HEKIMA UNIVERSITY COLLEGE website. The form is titled "Register" and includes fields for Surname, Other Names, Email, and Password. A red box highlights the "Register" title. Below the form, there is a "Show" link. The HEKIMA UNIVERSITY COLLEGE logo and name are visible at the top of the form.

HEKIMA UNIVERSITY COLLEGE.

Register

Surname * Other Names *

Email *

Password *

Show

3. On the Sign Up page, fill in correct details as shown below. Then click on Sign Up button you will be logged in automatically to start your programme/course application.

Register

Surname *
Dummy

Other Names *
Student

Email *
dummysstudent@yopmail.com

Password *
***** Show

Confirm Password *
***** Show

☒ I agree to Terms & Conditions *

SIGNUP

[Already Signed up? Login](#)

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4. On the **Programme Application** page, you will see an **Application Form** to fill in to proceed applying. The application is in **3 Steps/Stages** as shown below.

HEKIMA UNIVERSITY COLLEGE. Home Short Courses Programmes Gallery Hello, Student **APPLY NOW**

Apply For **Bachelor of Theology**

Intake August Intake 2026	Days Remaining to Apply 64	Reporting 14 Aug 2026	Programme Duration 3 Years	Application Fees Local KES 2,100	Application Fees Foreign KES 2,100
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Application Form

1 Basic Details 2 Cluster Criteria 3 Admission Requirement

Personal Information

Once done with **Stage 1: Basic Details**, proceed to click on **next** button at the bottom of the application form to move to **Stage 2: Cluster Criteria** as shown below.

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Kenya (+254) 0714532178 10/02/2001

Nationality* Kenyan Country* Kenya

Disability Types None Special Needs

NEXT →

Once done with **Stage 2: Cluster Criteria**, proceed to click on **next** button at the bottom of the **Application Form** to proceed to **Stage 3: Admission Requirement** as shown below.

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1 Basic Details 2 **Cluster Criteria** 3 Admission Requirement

Please Update Cluster Criteria Step 2 - 3

Secondary School Certificate * Choose File test.pdf

Philosophy Undergraduate/Masters Certificate Choose File No file chosen

Philosophy Undergraduate/Masters Transcripts Choose File No file chosen

NEXT →

Once done with **Stage 3: Admission Requirement**, proceed to click on **submit** button to be prompted to preview your application and/or submit proof of payment/make payment then click on **submit application** button.

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1 Basic Details 2 Cluster Criteria 3 **Admission Requirement**

Please Update Admission Requirements Step 3 - 3

Select Intake* August Intake 2026

Select Campus* Jesuit School of Theology

Select Mode of Study* Full-Time

Birth Certificate * English Proficiency Certificate (for non english speal)

submit

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Hello, Student

APPLY NOW

Statement of Purpose(not less than 300 words) *

Choose File test.pdf

Mission Letter (for religious/ Academic Reference (Lay)) *

Choose File test.pdf

Passport Bio Data/ID *

Choose File test.pdf

Pasport Photo *

Choose File sample passport image.jpg

This file extension not allowed.

How did you know about US *

☐ HUC Facebook
 ☐ HUC LinkedIn
 ☐ HUC Twitter
 ☐ HUC Instagram
 ☐ HUC Email Campaign
 ☐ HUC WhatsApp
 ☒ Event/Conference

If Referred Indicate full names of the person

SUBMIT

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Hello, Student

APPLY NOW

Statement of Purpose(not less than 300 words))

Preview Uploaded Document

Mission Letter (for religious/ Academic Reference (Lay))

Preview Uploaded Document

Passport Bio Data/ID

Preview Uploaded Document

Pasport Photo

Preview Uploaded Document

How did you know about US

Event/Conference

If Referred Indicate full names of the person

Upload Proof of Payment *

Choose File test.pdf

☒ I hereby declare that the information provided is correct to the best of my knowledge. I further accept the [Terms & Conditions](#)

BACK

SUBMIT APPLICATION

After clicking **submit application** button you will be prompted to update your profile as shown below. Please correctly update your profile then click on **save changes** button.

Update Profile

Language

Please Select

Passport Photo

No file chosen

Disability Types

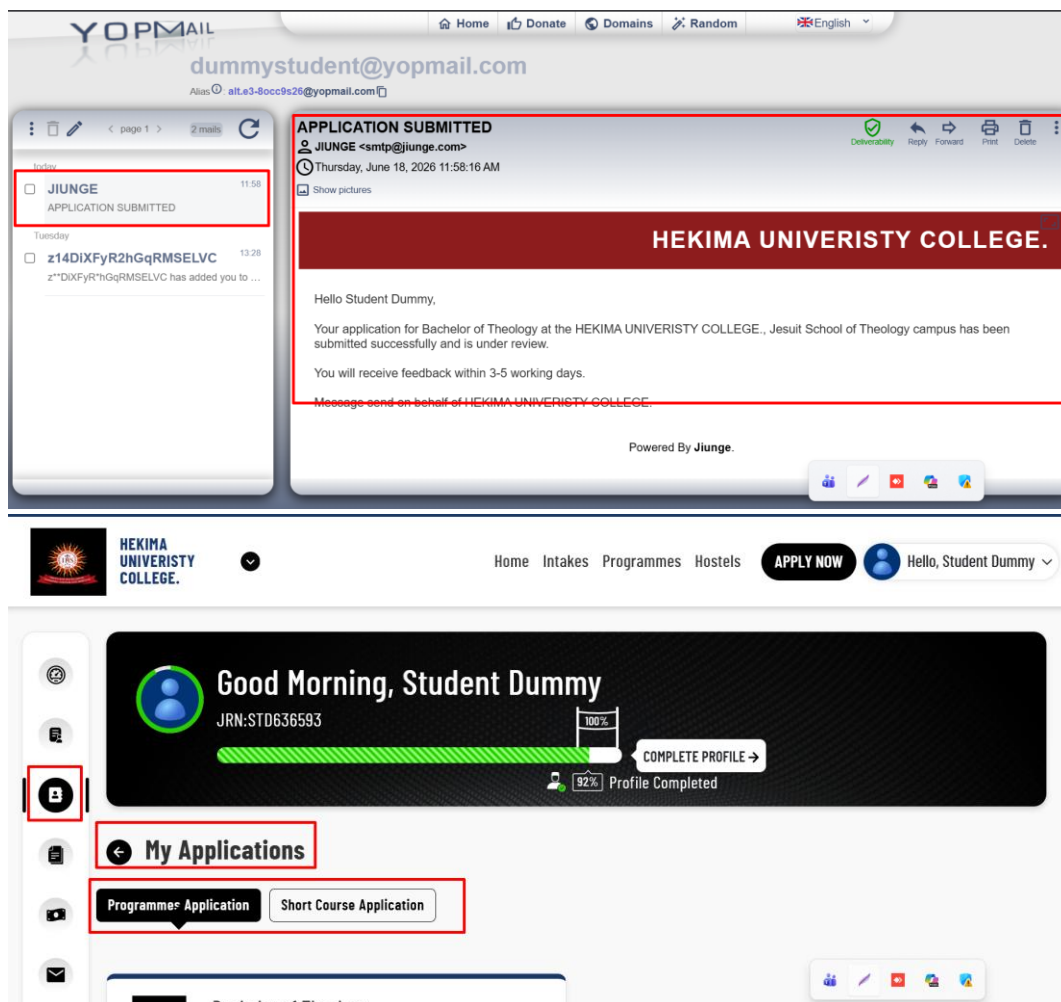
None

Special Needs

Special Needs

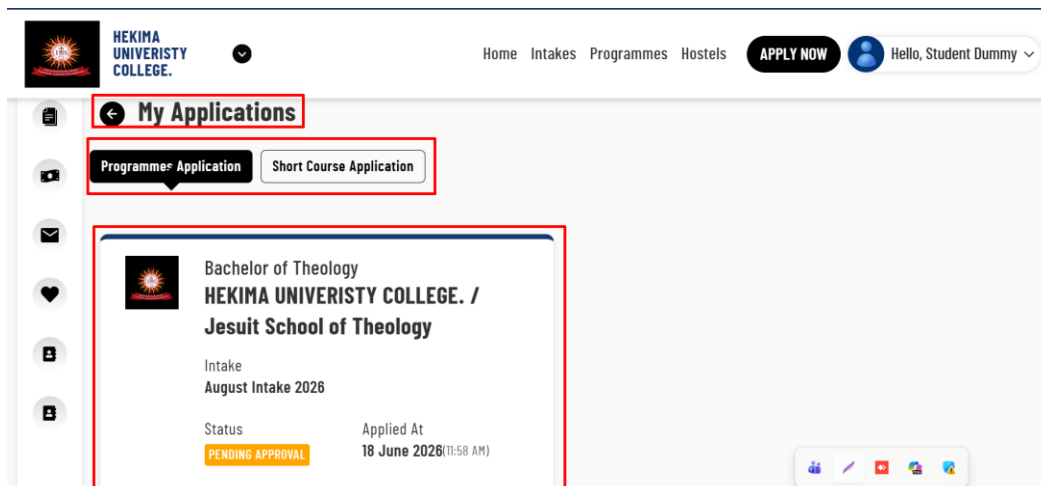
SAVE CHANGES

Upon Saving Changes, an **Email** or **SMS** notification will be sent to you with your **application submission message** then you will be automatically redirected to your **JIUNGE** portal to be able to view your programme/course application as shown below. Please ensure you check your inboxes for any message delivered by the institution.

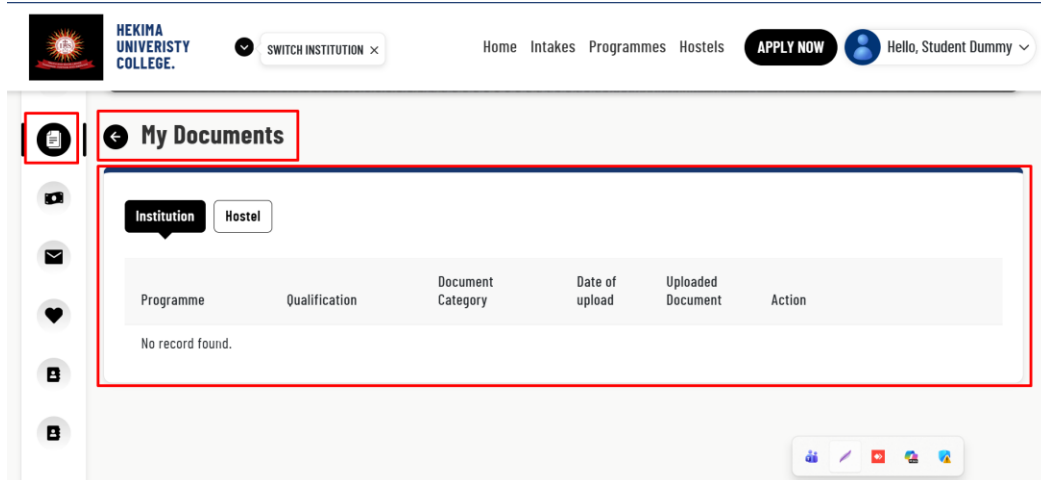


Step B: Application Documents Access

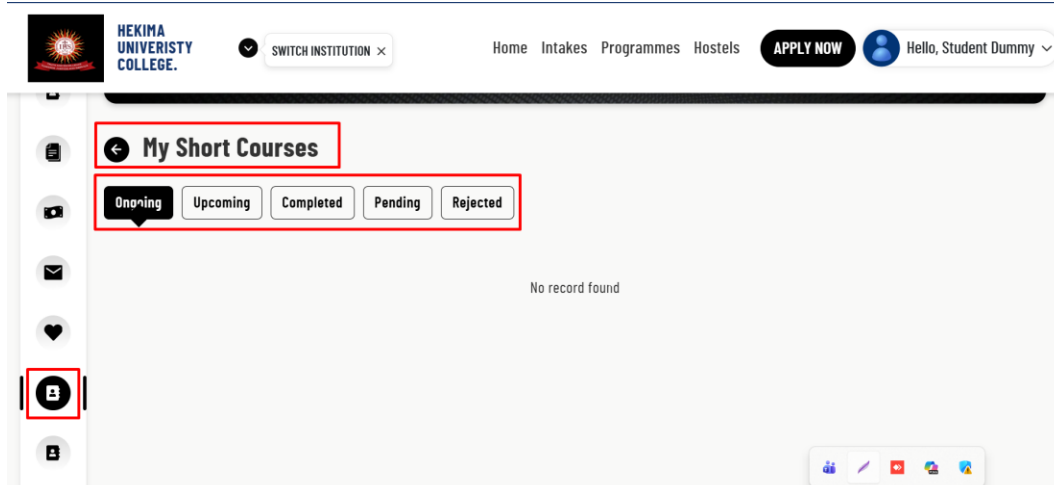
- i. To **View Your Applications**, navigate to **My Applications** on the **JIUNGE portal** to see all (recent&previous) programme/course applications made on the platform (Both Short Courses and Regular Programmes) as shown below.



- ii. To **View Your Application Documents**, navigate to **My Documents** to see all programme/course documents as shown below.



- iii. To **View Your Short Courses Applications**, navigate to **My Short Courses** to see all Short Courses applications made on the platform as shown below.



- iv. For any other navigation on the **JIUNGE portal**, below is a **Menu List** on where to visit.



HEKIMA
UNIVERSITY
COLLEGE.



SWITCH
INSTITUTION ×

[Home](#) [Intakes](#) [Short Courses](#) [Programmes](#) [Gallery](#)

APPLY



Hello, Student Dummy ▾



MY PROFILE



MY APPLICATIONS



PAYMENT HISTORY



MY DOCUMENTS



MESSAGES (0)



WISHLIST



MY SHORT COURSES



DIGITAL REPORTINGS



Press the "Print Scrn" on your keyboard to take a screenshot

