



**TOP CHEFS CULINARY INSTITUTE
ONLINE APPLICATION-User Guide
Student Registration Module.**

IMPORTANT:

1. Applicants are advised to read carefully all course requirements before applying.
2. Every part MUST be completed. It will only be considered when all necessary information is submitted
3. Application for admission DOES NOT guarantee admission for course applied for, Top Chefs Culinary Institute Management reserves the right of admission

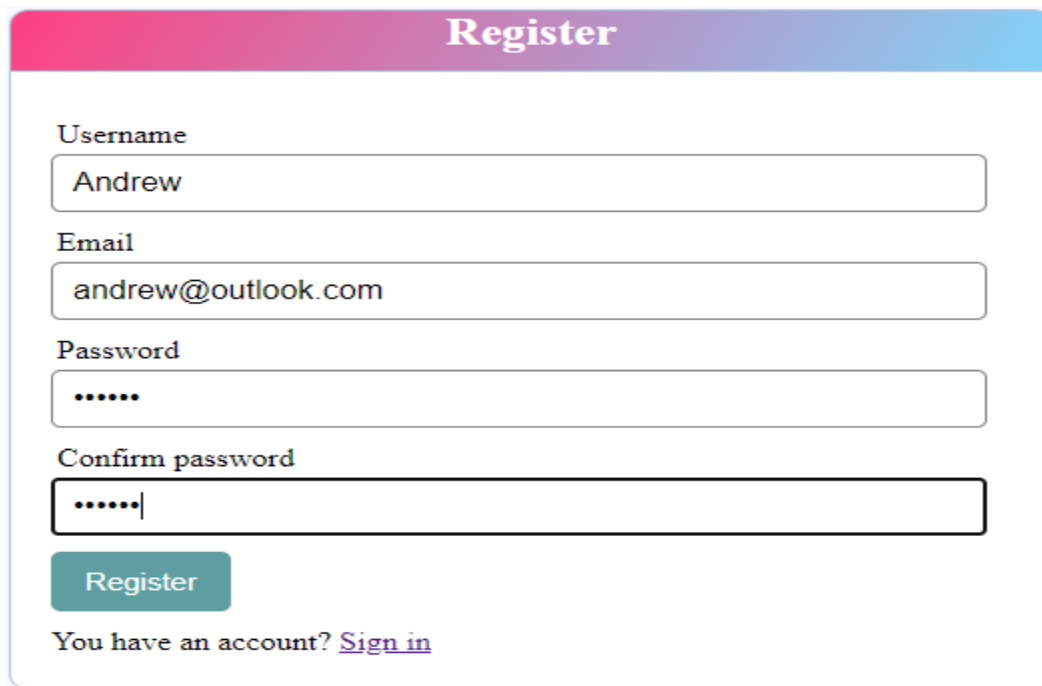
Step1: Registration

To access our online system click on the Apply online link from our Home page. This will open up the Login/Registration page as displayed below.

A screenshot of a web application's login page. The page has a header with the word 'Login' in white text on a blue-to-purple gradient background. Below the header, there are two input fields: 'Username' with the text 'Brian' and 'Password' with six dots. A green 'Login' button is positioned below the password field. At the bottom of the form, there is a link that says 'Not yet a registered? [Sign up](#)'.

If not yet registered click on the 'Sign up' link to load the registration screen shown below, otherwise if already registered, enter your User Name and password to login and load the first page of the course application e-form(The User Details form).

NOTE: If you had already registered and not made an application the system will load the first page of the course application e-form for you to begin application, otherwise if you had made an application and submitted it, the system will prompt you for confirmation to amend details and load the first page of the course application e-form with your application details loaded.(Ref. **Amending an existing application** later in this manual)



The image shows a registration form titled "Register" with a pink and blue header. The form contains four input fields: "Username" with the value "Andrew", "Email" with the value "andrew@outlook.com", "Password" with six dots, and "Confirm password" with six dots and a cursor. Below the fields is a teal "Register" button and a link "You have an account? [Sign in](#)".

Once in the registration screen, enter the required details then finally click on 'Register' button.

On successful registration the system will automatically load the first page of the course application e-form(The User Details form)

User Details

(Note: All details in the User Details are mandatory)

The screenshot shows the 'User Details' form within the 'Top Chefs Online Course Application'. The form is titled 'User Details' and contains the following fields:

Surname	Mwakitalu
Other Names	Andrew Mwaruka
Gender	Male
Nationality	Kenyan
Date of birth	20/03/1986

A 'Next' button is located at the bottom right of the form.

Once you fill in the required User Details in the above form, click **Next** to proceed to next screen of the application. (**Choose Course**)

Choose Course

(Note: Course is mandatory)

The screenshot shows the 'Choose Course' form within the 'Top Chefs Online Course Application'. The form is titled 'Choose Course' and contains the following field:

Course	Diploma in Culinary Arts(Chefs Course)
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'Previous' and 'Next' buttons are located at the bottom left and right of the form, respectively.

Click **Next** button to proceed the **Personal Details** form

Personal Details

(Note: All Personal Details are mandatory)

In the personal details screen, once you specify you have children, You **MUST** specify the number of children. Note also the attributes of the photo to be uploaded(File size and accepted formats as indicated on the form)

Personal Details

Personal Details


Marital status: Single

Has Kids: No

No of children: No of

Id/Passport: 366544322

Attach a passport photo(Jpeg,Bmp,Png or Gif): Max Size: 200Kb



Previous Next

Click **Next** button to proceed to the **Contact Details** screen.

Contact Details

(All entries are mandatory)

Top Chefs Online Course Application

Contact Details

Contact Details

Mailing Address: P.O Box 7340

Postcode: 00200

Town: NAIROBI

County: Taita Taveta County

Country: Kenya

Physical Address: Mumias Road Buruburu Phase 5

Mobile Phone#: 0723565355

Alternative Mobile#: 0786773322

Previous Next

Click **Next** button to proceed the **Next Of Kin** entry screen

Next of Kin

Note : “**Mother’s details**” and details of “**Whoever Pays Fees**” for you are mandatory.

(Every one has a mother, but there are those who have no details of their fathers so incase the fathers details are not available the system will allow you to continue)

Top Chefs Online Course Application

Next of Kin

Next of Kin

Father's Name	Onesmus Mwakitalu	Occupation	Teacher
Mobile	0722778445	Email	ones@gmail.com
Mother's Name	Agatha Mkambeo	Occupation	NURSE
Mobile	0722343555	Email	agatha@outlook.com
Guardian's Name	Guardian's Name	Occupation	Guardian's Occupation
Mobile	Guardian's Mobile	Email	Guardian's Email

Who is responsible for your fees payment

Name	Onesmus Mwakitalu	Address	P.O Box 7430
Code	00200	Town	Nairobi

Previous Next

Click **Next** button to proceed the **Academic Qualification** entry screen

Academic Qualification

Enter the latest two academic qualifications you acquired if possible. But at least one should be entered if not two.

Andrew Logout

Top Chefs Online Course Application

Academic Qualification

Academic Qualification

A.

Institution/School	KENYA INSTITUTE OF MANAGEMENT	Course / Class	Dip in Business Admin
Qualification / Grade	DIPLOMA		

B.

Institution/School	JAMUHURI HIGH	Course / Class	FORM 4
Qualification / Grade	B-		

Previous Next

Click **Next** button to proceed to the **Professional Experience** screen

Professional Experience

(Note: Items under this section are not mandatory, but they are very necessary if they are applicable to you as the applicant make sure you enter them)

The screenshot shows the 'Professional Experience' section of the application. At the top right, there is a 'Logout' link. The main header is 'Top Chefs Online Course Application'. Below it is a teal bar labeled 'Professional Experience'. The form itself has a pink and blue header 'Professional Experience'. It contains three input fields: 'Workplace' with the value 'Dynamic Systems', 'Period' with '2018 - 2019', and 'Position Held' with 'Office Administrator'. There are 'Previous' and 'Next' buttons at the bottom.

Uploading Supporting Documents

Upload the necessary supporting documents as required by the institution. Documents can be in Image form(.Jpeg, .Png, .Bmp, .Gif) or other readable formats(Pdf, .doc, .docx, .Txt). Document size should not be more than 200kb. At least one upload should be made.

The screenshot shows the 'Upload Documents' section of the application. At the top right, there is a 'Logout' link. The main header is 'Top Chefs Online Course Application'. Below it is a teal bar labeled 'Upload Documents'. The form has a pink and blue header 'Complete Registration' and a sub-header 'Make sure you upload at least of the documents below'. It contains six input fields: 'CV' with 'Andrew_CV.pdf', 'Transcript' with 'Transcripts.pdf', 'Recommendation Letter' with 'Recommendation Letter', 'Appointment Letter' with 'Appointment Letter', 'Academic Certificate' with 'Academic Certificate', and 'Awards' with 'Awards'. There are 'Previous' and 'Submit' buttons at the bottom.

Once through with the uploads click **Submit** button, you will be presented with a scrollable Preview screen of all the information you have entered before.

Scroll down to the end of the document and confirm all what you have entered.

Incase you need to make corrections, click **Cancel** button and use **Previous** buttons to navigate back as you make corrections.

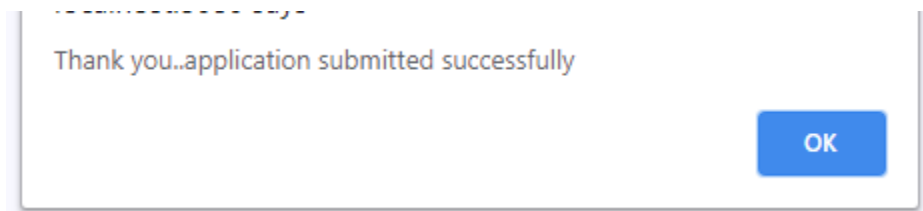
Confirm details before Submitting

USER DETAILS	
Surname:	Mwakitalu
Other Names:	Andrew Mwaruka
Gender:	male
Nationality:	Kenyan
Date of birth:	20/03/1986

COURSE	
Course applied:	Diploma in Culinary Arts(Chefs Course)

PERSONAL DETAILS	
Marital Status:	Single
Has children:	No

Finally, when satisfied that you have the correct details in, click on the **Submit** button on the Preview screen. That completes the process of application and submits the same to Top Chefs Culinary institute for consideration.



Amending an existing application

To make amendments to an already submitted application, Login with your credentials

Login

Username
Andrew

Password
.....

Login

Not yet a registered? [Sign up](#)

After clicking **Login** button, you will get this prompt;

This user has an application already submitted ..Do you want to make Amendments?

OK Cancel

Click **Ok**, you will see your previously entered application details loaded in the application form for amendments.

Andrew Logout

Top Chefs Online Course Application

User Details

User Details

Surname	Mwakitalu
Other Names	Andrew Mwaruka
Gender	Male
Nationality	Kenyan
Date of birth	20/03/1986

Next

Make the desired amendments always navigating to the next page using the **Next** and finally submit the amended application.