



TOP CHEFS CULINARY INSTITUTE

ONLINE APPLICATION-User Guide

Student Registration Module.

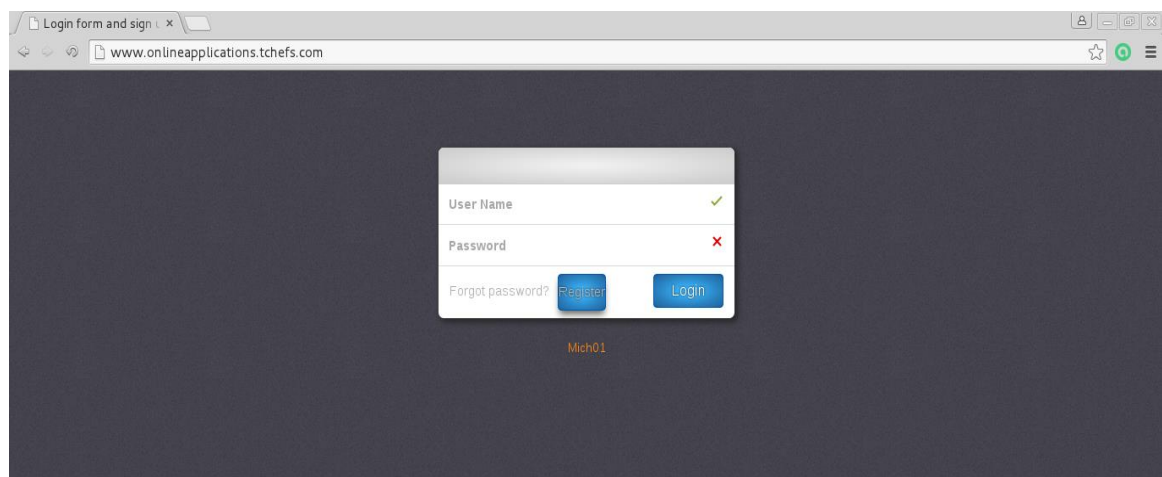
IMPORTANT:

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 (Seven steps).
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 system registration page as displayed below.



You are required to first register yourself into the system by clicking on the “Register” button.

This will open up the registration section where you should enter your [UNIQUE](#) Application details as shown below:

IMPORTANT

- Every part **MUST** be completed. It will only be considered when all conditions are filled
- Applicants are advised to read carefully all course requirements before filling the form.

Personal Details

Username =====>	John
.....
Doe	Dreiger
Select Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
1990-2-15	Kenyan

[Register Me](#)

Once you have provided the correct information as illustrated above click on the [“Register Me”](#) button which will direct you to the next page of the registration process as shown below

REGISTRATION SUCCESSFULL John	
• Please Login to proceede with your online application	
Username	John
SurName	Doe
Other Names	Dreiger
Gender	Male
Date of Birth	1990-02-15
Nationality	Kenyan
Login	

After verifying your information just click on the **“Login”** button which will lead you to the login page where you can now login with your newly created credentials and proceed with step 2 of your online application process As illustrated in the figure below.

Step2: Online Application

Course Selection

Personal Data for: John	Signout
IMPORTANT	
<ul style="list-style-type: none">• Every part MUST be completed. It will only be considered when all conditions are filled• Applicants are advised to read carefully all course requirements before filling the form.• After filling in the Fields please click save before proceeding to ensure your data has been saved	
Select Course	
<input type="radio"/> Diploma in Culinary Arts (Chefs Course)	
<input type="radio"/> Diploma in Pastry & Bakery	
Save Proceed To Next Section	
Course	

The first step is to click on the course you want to enroll and click on save before clicking to **“Proceed To Next Section”** which will open up the marital status and personal info page shown below.

Step 3: Personal Information

Personal Data for: John Signout

IMPORTANT

- Every part **MUST** be completed. It will only be considered when all conditions are filled
- Applicants are advised to read carefully all course requirements before filling the form.

Single No

28989765 0

Choose File No file chosen

Picture	
MaritalStatus	
Has Children	
ID/Passport Number	
Number of Children	

Remember before proceeding to the next page you **MUST FIRST** fill in your information (*NOT FORGETTING YOUR PHOTO*) then click update so that the system shows your information as below.

Personal Data for: John Signout


IMPORTANT

- Every part **MUST** be completed. It will only be considered when all conditions are filled
- Applicants are advised to read carefully all course requirements before filling the form.

Marital Status Do you have any Children?

ID/Passport Number IF Yes enter number e.g 1,2

Choose File No file chosen

Picture	
MaritalStatus	Single
Has Children	N
ID/Passport Number	28989765
Number of Children	0

From there you will be directed to the Contact details page where you must first enter your contact information before proceeding to the next section.

Step 4: Contact Information

Personal Data for: John Signout

IMPORTANT

- Every part **MUST** be completed. It will **only** be considered when all conditions are filled
- Applicants are advised to read carefully all course requirements before filling the form.
- After filling in the Fields please click save before proceeding to ensure your data has been saved

Contact Details

Mailing Address	Postal Code
Enter County	Enter Town
Country	
Physical Permnet Address	
Mobile	Alternative Mobile Number
email	

[Back](#) [Update](#) [Next](#)

Before entering the contacts.

After entering the contact information

Physical Permanent Address

Mobile	Alternative Mobile Number
email	

[Back](#) [Update](#) [Next](#)

Mailing Address	123 Samoa Hotels
Postal Code	01000
County	Nairobi
Town	CBD
Country	KE
Permanent Address	45 Downing Street Kileleshwa
Mobile1	0722 123456
Mobile2	000000000000
Email	john.doe@gmail.com

[Delete](#)

once you complete the contacts section click Next and you will be directed to the Kins section where you are to enter your next of kin information. In this section you can add as many Kin members as possible.

But before proceeding to the next section you must ensure you have entered at least one Kin.

Step 5: Next of Kin Information

Personal Data for: John Signout

IMPORTANT

- Every part **MUST** be completed. It will only be considered when all conditions are filled
- Applicants are advised to read carefully all course requirements before filling the form.
- After filling in the Fields please click save before proceeding to ensure your data has been saved

Kin and Relative Details

Full Names Relationship

Occupation Email

Mobile

[Back](#) [Save and Add Another Kin](#) [Proceed To Next Section](#)

FullNames	Relation	Occupation	Email	Mobile	
Mr Peter Doe	Father	Businessman	peter.doe@gmail.com	0722 654321	Delete

After entering the Kin details click on “**Proceed to Next Section**” this will take you to the Qualifications section where you will enter your academic Qualifications. In this section you can enter as many qualifications as you wish.

Step 6: Academic Qualifications

Personal Data for: John Signout

IMPORTANT

- Every part **MUST** be completed. It will only be considered when all conditions are filled
- Applicants are advised to read carefully all course requirements before filling the form.
- After filling in the Fields please click save before proceeding to ensure your data has been saved

Academic Qualifications

School/Institution Course Pursued

Qualifications Attained Qualifications Attained

[Back](#) [Save and Add Another Qualification](#) [Next](#)

Institution	Course	Qualification	
University of Nairobi	Commerce	Bachelors in Arts	Delete
Nairobi School	KCSE	B	Delete

The process in this section is the same as the previous section. You must enter atleast ONE qualification.

Step 7: Professional Experience

Once you click on the “Next” button you will be directed to the Experience section where you are to enter your professional experience. The process in this section is the same as the previous section. You must enter atleast ONE qualification before clicking on the “Finish” button.

Personal Data for: John Signout

IMPORTANT

- Every part **MUST** be completed. It will only be considered when all conditions are filled
- Applicants are advised to read carefully all course requirements before filling the form.
- After filling in the Fields please click save before proceeding to ensure your data has been saved

Professional Experience

Safari Park Hotel	2008-2010
	<input type="text" value="Accountant"/>

Workplace	Period	Position
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When you click on the finish button you will be taken to your details page that contains all information. In this page you will be able to view all your information and also print it as a generated PDF file.

You can also correct or update your application information by clicking on the “Back” button. At this stage you have completed your application and your application has been sent to the institution for verification subject to fulfillment of all course requirements & class size as approved by the institutes management.

Final Form details view and printing

Personal Data for: John [Back](#) [Print](#) *****




Course Applied
Diploma in Culinary Arts (Chef's Course)

BASIC INFORMATION

Username	John
SurName	Doe
Other Names	Droger
Gender	Male
Date of Birth	1990-02-15
Nationality	Kenyian
MaritalStatus	Single
Has Children	N
ID/Passport Number	29989705
Number of Children	0

CONTACT INFORMATION

Mailing Address	123 Sionoi Hotels
Postal Code	01000
County	Nairobi
Town	CSD
Country	KE
Permanent Address	-45 Downing Street Kikindiwa
Mobile1	0722 123456
Mobile2	0000000000
Email	john.doe@gmail.com

FAMILY INFORMATION

FullNames	Relation	Occupation	Email
Mr Peter Doe	Father	Businessman	peter.doe@gmail.com

ACADEMIC QUALIFICATIONS

Institution	Course	Qualification
University of Nairobi	Commerce	Bachelors in Arts
Nairobi School	KCSE	B

PROFESSIONAL EXPERIENCE

Workplace	Period	Position
Safari Park Hotel	2008-2010	Accountant