



Applicant and Placement Portal Guide

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How to apply online, pay fees, track your application and use the placement portal

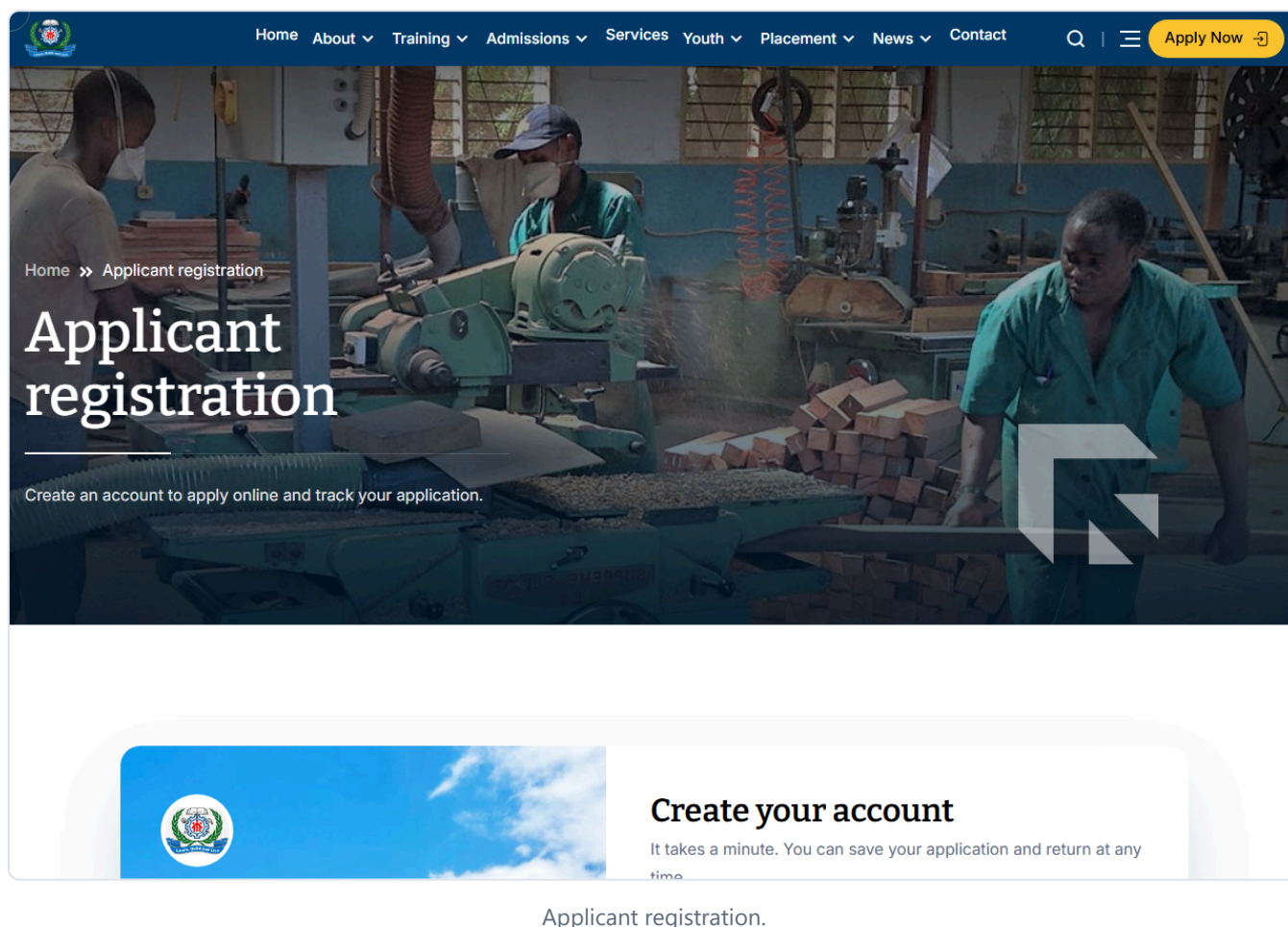
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For applicants, parents, graduates and employers

1. Applicant guide

3.1 Create your account

1. Press **Apply Now** (or open `/register`).
2. Fill in first and last name, e-mail, phone number and a password (at least 8 characters with letters and numbers). Tick the box to accept the Terms and Privacy Policy and press **Create account**.
3. Open the e-mail we send and press the verification link. You must verify before you can apply.
4. You also receive a welcome SMS and a notification in the bell.



Home >> Applicant registration

Applicant registration

Create an account to apply online and track your application.

Create your account

It takes a minute. You can save your application and return at any time.

Applicant registration.

3.2 Fill in the online application

Choose **Start / continue application**. The form has seven steps, saved automatically. You can stop and continue later.

Step	What to enter
1. Personal	Names, gender, date of birth (age rules apply), place and region of birth, nationality, address and phone.
2. Guardian	Father, mother and guardian details, who to call in an emergency, and who will pay the fees.
3. Education	Schools attended, year, results.

4. Courses	Up to three courses in order of preference, and how you heard about us.
5. Documents	Upload a passport photo, birth certificate, certificates and results slip (PDF, JPG or PNG, up to 4 MB each). They are stored privately; only authorised staff can open them.
6. Declaration	Confirm the information is true and agree to be contacted.
7. Review	Check everything, then press Submit .

After you submit you receive your **application number** (for example DBOVTC-2026-000001) by e-mail, SMS and notification. Keep it.

3.3 Pay the application form fee and tuition

When online payment is switched on, a **Fees and payments** box appears on your application page.

1. Press **Get control number** next to *Application form fee*.
2. You receive a control number on screen and by SMS.
3. Pay that exact amount using the control number at any **bank**, or by **mobile money** (follow your provider's "pay by control number" menu).
4. Payment is confirmed automatically, usually within minutes. The box shows **Paid** and a **Receipt** link; you also get an e-mail, SMS and notification.
5. **Tuition fee** becomes available after your application is *Accepted*. Use the same steps.

Pay the **exact** amount shown. A different amount is not credited automatically; contact the school office with your control number and payment reference.

3.4 Track your application

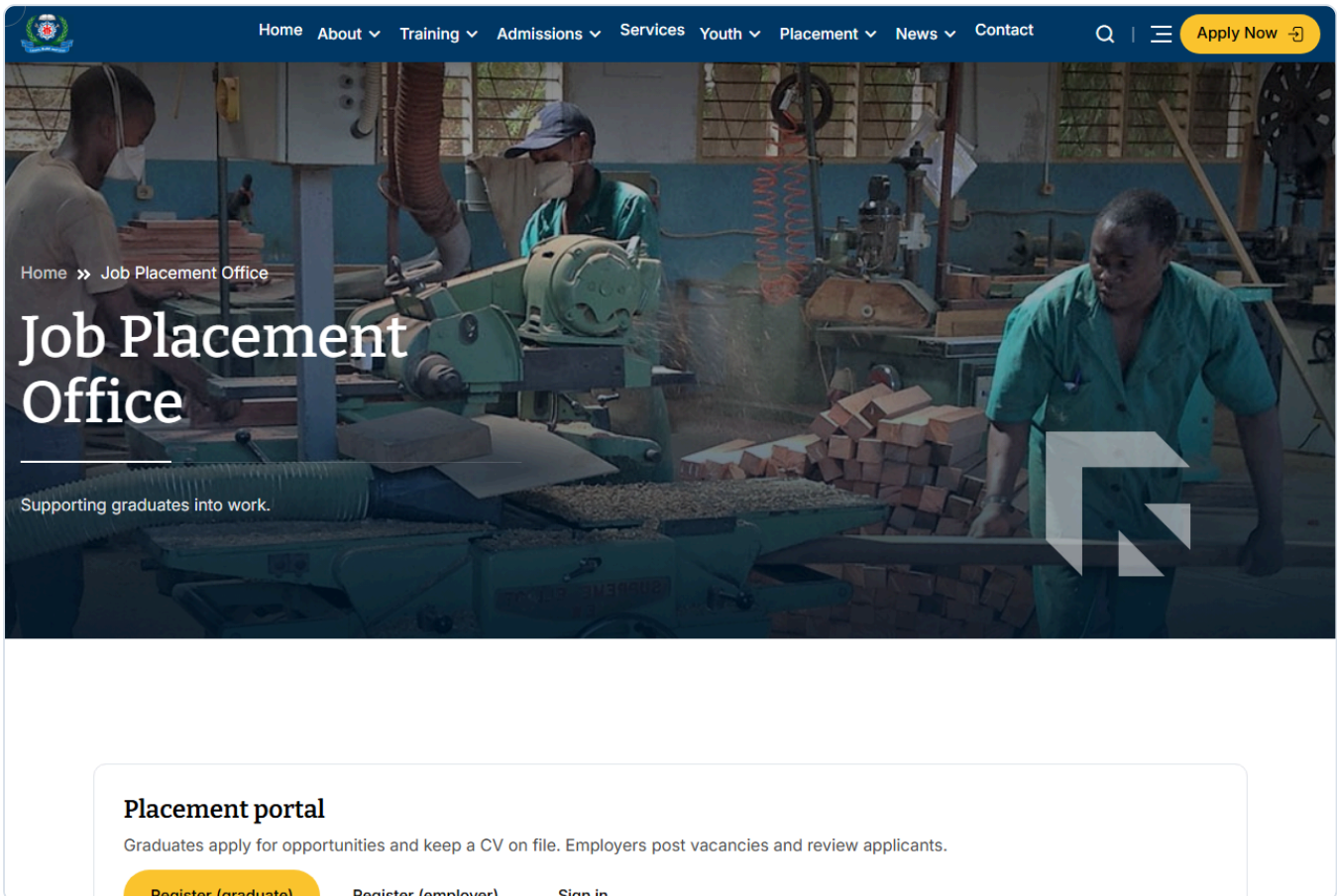
Status	Meaning
Draft	You have not submitted yet.
Submitted / Under review	The school is checking your application.
Additional information required	Open the application and press Update my application ; answer what the officer asked.
Shortlisted / Waitlisted	You are being considered; a place may open.
Accepted	Congratulations. Download the admission letter and joining instructions; pay tuition.
Enrolled	You have joined the college.
Rejected / Cancelled	Not successful, or withdrawn.

3.5 Withdraw an application

Open the application and press **Withdraw application**, then confirm. The application is kept on record as *Cancelled* and the school is told.

2. Placement portal: graduates and employers

Open **Placement** → **Job Placement** on the website, or </placement-portal/register>, and choose *I am a graduate* or *I am an employer*.



The Job Placement page with portal buttons.

4.1 Graduates

1. Register, verify your e-mail, then open **My placement portal**.
2. Press **Edit profile and CV**: course, graduation year, skills, availability, short bio and upload your CV (PDF or Word, up to 4 MB). Tick the box if you allow the school to share your profile with partner employers.
3. Under **Open opportunities** press **Apply** (add a short message if you wish). You can apply once per vacancy.
4. Follow the status in **My applications**: Submitted, Shortlisted, Not selected or Hired. You also get an SMS and notification for shortlisted, hired or not selected, and a notification whenever a new vacancy is published.

4.2 Employers

1. Register with your organisation name. Your account starts as **Pending**; the Job Placement Office approves it and you are told by e-mail, SMS and notification.
2. Once approved, press **Post a vacancy**. Each new or edited vacancy goes to the Job Placement Office for approval before it appears on the website.

3. Press **Applicants** on a vacancy to read applications and download CVs, then set each applicant to Shortlisted, Not selected or Hired.
4. Press **Find graduates** to browse graduates who agreed to be shared. Filter by course and contact them directly.

3. Language and help

Kiswahili

Press the small **SW** button in the website header to read the site in Kiswahili. Press **EN** to return to English. Your messages from the school (e-mail and SMS) are sent in the language you choose.

Need help?

Office	Phone
School Office	0764 511 945
VTC Administration	0757 218 372
Marketing Officer	0769 662 749
Job Placement Officer	0764 512 004

Common questions

I did not get the verification e-mail. Check your spam folder, then press *Resend link* on the verification page.

I paid but it still says pending. Wait a few minutes; payments are confirmed automatically. If it stays pending, call the School Office with your control number.

I paid a different amount. A different amount is not credited automatically. Call the School Office with your control number and payment reference.

I forgot my password. Use *Forgot password?* on the login page.

Can I change my application after submitting? Only when the school asks for more information. You can also withdraw and start again.