

# Higher Education Financing Application Guide



HIGHER EDUCATION STUDENTS FINANCING PORTAL | Fostering Equity in Access to Education

🏠 HELB   🏠 KUCCPS   🏠 Universities Fund   🏠 SDTVET   🖥️ Account Login   📄 User Registration   ⬇️ Documents   🔍 HELB Checker

**1.** Visit [www.hef.co.ke](http://www.hef.co.ke) or [www.uf.go.ke](http://www.uf.go.ke) or [www.helb.co.ke](http://www.helb.co.ke) and click on “Student Portal”

If you are already registered, click on Login to access your account

If you don't have an account, click on register to create account

**2.** Confirm whether you have your National ID (N\B: National ID is mandatory for loan applications and students above 19 years of age)

Select whether you have a national ID or not.



[www.hef.co.ke](http://www.hef.co.ke)

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## 3. Please enter your National ID if you have

Enter ID number

If you don't have an account, click on register to create account

Click on Kenyan Citizen

Click to validate your information

Click to validate your information

Please enter your KCSE Index number if you don't have a National ID

Select the year you sat for your KCSE exam

Type your KCSE index number

Enter the Program code as indicated in your College/ University admission letter



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## 4. Enter a valid email address and password

**Enter a valid email address**

**Confirm your email address**

**Enter the captcha code as displayed**

**Create a password**

**Confirm your password**

**Click to register**

KCSE Index Number Found!  
Complete Registration by Filling Form Below.  
All Fields Marked with Asterisks (\*) are required

FullNames:  
KCSE Index Number: 011000\*\*\*\*\*

Valid Email Address  
Ensure that you can login to the email address entered here

Confirm Email Address

Enter Password  
Enter Password

Confirm Password  
Enter Password

Confirm you are human M29P2

Register

Already Have An Account? [Login Here](#)

## 5.

You have successfully created an account. Check your email to activate your account

  
Account Creation

Success:  
You have created an account on our Portal. Please check your email address to activate your account.

## 6. Check your email (Inbox or Spam/Junk) to find the activation link

  
**Account Registration**

Dear,

An account has been created for you at HELB Portal.  
Please follow the link below to activate your account.  
Activation Link >> [Activate your Account](#)

If you received this email in error, you can safely ignore this email.

Click to activate your account and login



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## 7. Log in after email activation

Register if you don't have login account

Your account has been Activated, Log in with your email and password.

Your Email address

Enter Password

Remember Me

[Forgot Password?](#)

Login

[Don't Have An Account?](#)

Register

Enter your password

Enter your email address

Click to log in

Enter the four-digit verification code sent to your phone number

## 8. Enter valid Telephone number



Verify Your Phone Number

Please provide your valid mobile phone number where verification code will be sent. Once you get the Email/SMS with verification code. Enter the code and click verify button.

Enter a valid Mobile Number

Enter Mobile Number

Send Verification Code

Enter a valid phone number where a verification code will be sent

## 9. Telephone number verification



Verify Your Phone Number

Verification code sent to mobile number 25472\*\*\*\*192

Enter the verification Code sent to your mobile phone 25472\*\*\*\*192 via SMS or Email:

Verification Code

Verify

Haven't received a verification code? Resend in 173 seconds.



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## 10. If the Verification code expires

The screenshot shows the 'Verify Your Phone Number' page. At the top, there are logos for the Ministry of Education State Department for TVET, KUCCPS, HELB, and Universities Fund Kenya. Below the logos, the text 'Verify Your Phone Number' is centered. A large orange box contains the message: '**! Expired** The verification code has expired. Click resend button below or back to provide a new number'. At the bottom of the page, there are two buttons: a red 'Back' button and a blue 'Resend' button.

Click back to change your telephone number

Click to Resend to get a new verification code on the same telephone number



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## 11. Fill your profile

Profile Updated Successfully!  
Your Profile is now Complete. Click on any menu on the left to access HELB Services.

Profile Change Password

Personal Details-Applicant (\*\* Mandatory Fields)

First Name \* Middle Name \* Last Name \*

KCSE ID \* Birth Certificate No. \* Religion \*

Date of Birth \* Telephone \* Gender \*

Marital Status \* Are you a person with a disability? \* Are you a person with a physical disability? \*

LogOut

## 12. Update your biodata

Please take a moment to fill out your profile before applying for SCHOLARSHIP PROGRAM that will go along way in catering your academic program cost.

### UPDATE YOUR PROFILE

Hello K, in order to apply for HELB Loan and University Fund Scholarships, it is essential that you complete your profile by providing the necessary information. Please click on the button below to fill out your profile.

Get Started

Click "get started" update your bio-data

## 13. Give consent to collection of your personal data

### CONSENT FOR THE COLLECTION AND PROCESSING OF PERSONAL DATA

- Pursuant to the Data Protection Act, The Higher Education Loans Board (HELB) in its capacity as a data controller and/or processor under the Act, requests your explicit, affirmative, and informed consent before it can collect or process your personal data.
- "Personal data" means any information relating to an identified or identifiable natural person (a "data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.
- The categories of personal data you are being asked to consent to the HELB's collection and use are your name, Identity Card Number, KRA Pin number, Postal Address, Email Address, Telephone Number, Date of Birth, Gender, Whether physical or mentally challenged, Bank Details (Bank name, Branch name and Account number), Current place residence, Institutional Details, Education Background (Post primary schooling), Parents / Guardian / Sponsor / Public trustee details, Guarantors details. More details are described in the Privacy Notice.
- Any personal data that is collected from you will be for the sole purpose of;
  - Application for loan, bursary and scholarship;
  - Appraisal for loan, bursary and scholarship;
  - Loan repayment and recovery;

I agree with terms of use

SAVE AND PROCEED

Read through the consent form to understand why we are collecting your personal data. Tick the checkbox to agree with terms of use

## 14. Fill in your permanent residence details as indicated on your National ID. Once done, upload your ID and passport photo. Then save to continue.

Marital Status \* Are you a person with a disability? \* Family Type \*

Permanent Residence

Box No # \* Postal Code \* Town \*

County of Birth \* Constituency \* Ward \*

Division \* Location \* Sub-Location \*

Permanent Home Address House Number Village /Estate \*

Permanent Home Address House Number

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## 15. Fill in your current residence details. Then save to continue.

**Congratulations!!**  
Your Residence Profile is complete.

**Current Residence Details-Applicant (\*\* Mandatory Fields)**

Nearest Primary School \*

Estate/Village \*

House No #

Street \*

Town/City \*

County \*

Constituency \*

Ward \*

Division \*

Location \*

Sub-Location \*

## 16. Add your primary and secondary schools' details.

**Update Your Profile to Access University Fund Scholarships and HELB Loan!**  
Fill the Sections below from **Step 1 to 6** to be Eligible for next stage. Click on the **Tabs** to navigate through the sections

1 Personal Info 2 Residence 3 Education 4 Institution 5 Parents 6 Complete Application

**Congratulations!!**  
Your Education Background Profile is complete.

Education Background Details

Click to add primary /secondary school details

Institution Level	Institution Name	School Type	Exam Year	Index No	Action
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## 17. Complete filling in your institution details. And upload your admission letter

**Institution Details-Applicant (\*\* Mandatory Fields)**

Institution \* (Use textbox to simplify search)

Country \*

Institution Type \*

Admission Category \*

Level of Study

Mode of Study \*

Type Of Course \*

Course \*

Registration/Admission

Year of Admission \*

Study Duration \*

Year of Completion \*

Current Year of Study

Annual Programme Cost \*

## 18. Fill in your parents' details

**Congratulations!!**  
Your Parents Marital Status Profile is complete.

**Parent's Marital Status (\*\* Mandatory Fields)**

Which type of family do you come from?

**Enter details about parent**  
Use the forms below to enter the required details .

**Enter Parents Details**

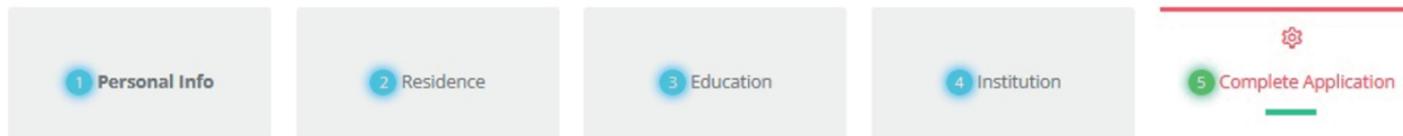


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## 19. Submit your scholarship/loan request

**Update Your Profile to Access University Fund Scholarships and HELB Loan!**

Fill the Sections below from **Step 1 to 5** to be Eligible for next stage. Click on **the Tabs** to navigate through the sections



### Profile Created!

Congratulations on completing your profile.

Higher Education Fund offers partial Scholarship and Loan to cover your tuition fees.

You may **select/check** both scholarship and loan to cover the fees of the program you are pursuing. Once you have made your selection, click on "**SAVE & SUBMIT**" to proceed to the next stage.

**NOTE:** To fully cover the cost of your course program, you will need to apply for a **HELB LOAN** in addition to the support provided by **The University Fund SCHOLARSHIP**.

HELB Loan

SAVE & SUBMIT

Tick checkbox.  
Then submit your  
scholarship/  
loan request

## Submit your scholarship request

**Update Your Profile to Access University Fund Scholarships and HELB Loan!**

Fill the Sections below from **Step 1 to 6** to be Eligible for next stage. Click on **the Tabs** to navigate through the sections



### Profile Created!

Congratulations on completing your profile.

Higher Education Fund offers partial Scholarship and Loan to cover your tuition fees.

You may **select/check** both scholarship and loan to cover the fees of the program you are pursuing. Once you have made your selection, click on "**SAVE & SUBMIT**" to proceed to the next stage.

**NOTE:** To fully cover the cost of your course program, you will need to apply for a **HELB LOAN** in addition to the support provided by **The University Fund SCHOLARSHIP**.

Scholarship

SAVE & SUBMIT

Tick checkbox.  
Then submit your  
scholarship/  
loan request



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## 20. Submit your scholarship/loan request

**Enter your IDNumber and First Name!**  
All Fields Marked with Asterisks(\*) are required.

ID Number \*

e.g 12345678

First Name as per your ID \*

e.g. Kevin

Type of ID Card \*

Kenyan Citizen(with Kenyan ID card)

Foreign Resident (with Alien ID card)

[▶ Validate](#)

Enter your ID number

Enter your first name as it appears on your National ID

## 21. Click on the loan product you wish to apply for. Accept terms and conditions for the loan and add guarantors' details

Add guarantor details

Guarantors Finish & Print

**Enter Guarantor Details in this section!**  
An applicant is required to fill out the guarantors details.You are encouraged to **use your parents as guarantors**. It is compulsory to fill in **two guarantors** failure to do this will lead to automatic disqualification.

Guarantor Details

[+ Add Guarantor](#)

IDNumber	FullNames	Telephone	Occupation	Address	Action
No data available in table					

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## 22. Enter the verification code sent to the guarantors

A verification code has been sent to your guarantor's phone.

Input the code below to finish adding the guarantor.

Enter the verification Code sent to your guarantor's mobile phone via SMS: \*

⌚ Verify

## 23. Submit your loan application

**Congratulations!**

You have completed filling all the required information to facilitate processing of your HELB loan. You will receive an SMS with the verification code to complete the application. Please check your phone for the code and verify it. You will receive an SMS with the verification code to complete the application. Please check your phone for the code and verify it.

You are highly encouraged to preview your document before submitting. This will enable you to make any Correction(s) before printing your Loan Application Form (LAF). [Preview Your Form >>>>](#)

Dear J [REDACTED], you've applied as a student at N [REDACTED] with admission no. [REDACTED]. Tuition will be sent to institution [REDACTED]. In case this is not correct, edit the **Insttution details** tab before submission.

**NOTE: Once you submit the application you will not be able to edit the application details!!!!**

Do you want to proceed and submit your application?

[CLICK HERE TO SUBMIT](#)

Click to submit your application



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