



DOMINION MISSION THEOLOGICAL
UNIVERSITY, GLOBAL

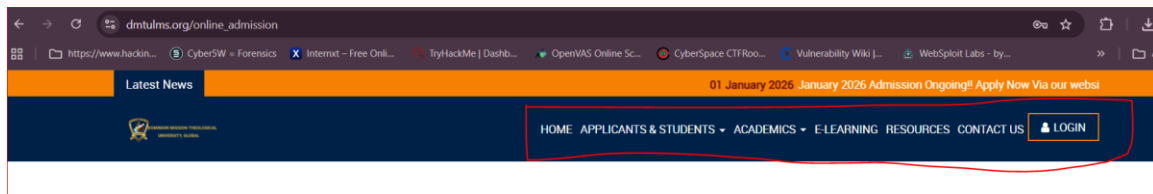
Tel +233 (0) 240 638 959
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www.dmtuglobal.org
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Student E-Learning Registration Guide (Basic Details Section)

Follow the steps below to complete your registration on the Dominion Mission Theological University (DMTU) E-Learning platform. This guide focuses specifically on the 'Basic Details' section of the online admission form.

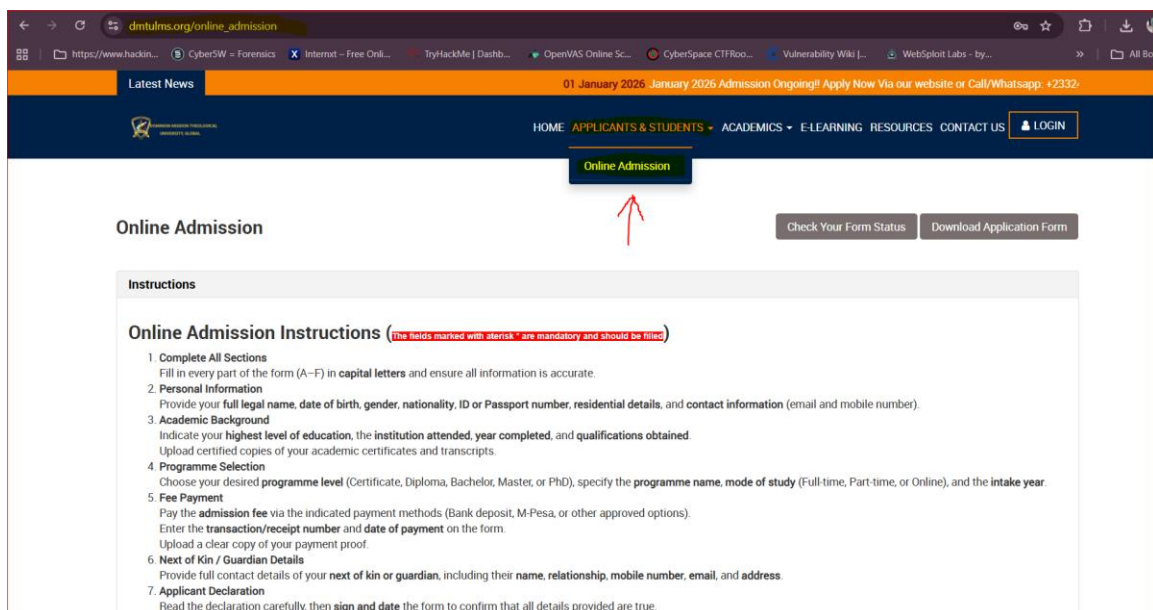
Step 1: Access the Online Admission Portal

1. Open your web browser (e.g., Chrome, Firefox, or Edge).
2. Type or copy the following URL into the address bar: <https://dmtulms.org/> and press Enter.
3. Once the homepage loads, locate the menu at the top of the page.



Step 2: Navigate to the Online Admission Form

1. On the top navigation bar, hover over the 'Applicants & Students' menu.
2. A dropdown menu will appear.
3. Click on 'Online Admission' from the list.
4. This will open the DMTU Online Admission Form page.





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Step 3: Fill in the Basic Details Section

Once you are on the Online Admission form page, you will see several sections. The first part is labeled 'Basic Details.' Please fill in the fields accurately as described below:

- **Course**

Select the course you want to study at Dominion Mission Theological University.

Basic Details

Course *
Select

First Name *
Last Name

Gender *
Select

Date Of Birth *
Mobile Number
Email *

Student Photo
Drag and drop a file here or click

Upload Documents

Documents (To Upload Multiple Document Compress It In A Single File Then Upload It)
Drag and drop a file here or click

Submit

- **First Name:**

Enter your given name as it appears on your official documents.

Basic Details

Course *
Select

First Name *
Last Name

Gender *
Select

Date Of Birth *
Mobile Number
Email *

Student Photo
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Upload Documents

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Submit

- **Last Name:**



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Enter your surname exactly as it appears on your identification documents.

Basic Details

Course *
Select

First Name *

Last Name

Gender *
Select

Date Of Birth *

Mobile Number

Email *

Student Photo
Drag and drop a file here or click

Upload Documents

Documents (To Upload Multiple Document Compress It In A Single File Then Upload It)
Drag and drop a file here or click

Submit

- Gender:

Select your gender from the available options (Male/Female).

Basic Details

Course *
Select

First Name *

Last Name

Gender *
Select

Date Of Birth *

Mobile Number

Email *

Student Photo
Drag and drop a file here or click

Upload Documents

Documents (To Upload Multiple Document Compress It In A Single File Then Upload It)
Drag and drop a file here or click

Submit

- Date of Birth:

Choose your date of birth using the calendar icon provided.

Basic Details

Course *
Select

First Name *

Last Name

Gender *
Select

Date Of Birth *

Mobile Number

Email *

Student Photo
Drag and drop a file here or click

Upload Documents

Documents (To Upload Multiple Document Compress It In A Single File Then Upload It)
Drag and drop a file here or click

Submit



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- Email Address:

Provide a valid and active email address for communication.

Basic Details

Course *

Select

First Name *

Last Name

Gender *

Select

Date Of Birth *

Mobile Number

Email *

Student Photo

Drag and drop a file here or click

Upload Documents

Documents (To Upload Multiple Document Compress It In A Single File Then Upload It)

Drag and drop a file here or click

Submit

- Mobile Number:

Enter your phone number, including the country code if necessary.

Basic Details

Course *

Select

First Name *

Last Name

Gender *

Select

Date Of Birth *

Mobile Number

Email *

Student Photo

Drag and drop a file here or click

Upload Documents

Documents (To Upload Multiple Document Compress It In A Single File Then Upload It)

Drag and drop a file here or click

Submit

- Student Photo:

Upload your passport-size photo here.



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Basic Details

Course *
Select

First Name *

Last Name

Gender *
Select

Date Of Birth *

Mobile Number

Email *

Student Photo

Upload Documents
Documents (To Upload Multiple Document Compress It In A Single File Then Upload It)

Submit

Upload Documents Section:

This part is mandatory for it helps capture more details about you(student).

Download the PDF Application form from the area labelled (**Download Application Form**) as captured

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Online Admission

Check Your Form Status Download Application Form

Instructions

- Download and fill in the form as directed from the part marker/labelled (**Online Admission Instructions**) as captured below



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Online Admission

Check Your Form Status Download Application Form

Instructions

Online Admission Instructions (The fields marked with asterisk * are mandatory and should be filled)

- Complete All Sections**
Fill in every part of the form (A–F) in **capital letters** and ensure all information is accurate.
- Personal Information**
Provide your **full legal name**, **date of birth**, **gender**, **nationality**, **ID or Passport number**, **residential details**, and **contact information** (email and mobile number).
- Academic Background**
Indicate your **highest level of education**, the **institution attended**, **year completed**, and **qualifications obtained**.
Upload certified copies of your academic certificates and transcripts.
- Programme Selection**
Choose your desired **programme level** (Certificate, Diploma, Bachelor, Master, or PhD), specify the **programme name**, **mode of study** (Full-time, Part-time, or Online), and the **intake year**.
- Fee Payment**
Pay the **admission fee** via the indicated payment methods (Bank deposit, M-Pesa, or other approved options).
Enter the **transaction/receipt number** and **date of payment** on the form.
Upload a clear copy of your payment proof.
- Next of Kin / Guardian Details**
Provide full contact details of your **next of kin or guardian**, including their **name**, **relationship**, **mobile number**, **email**, and **address**.
- Applicant Declaration**
Read the declaration carefully, then sign and date the form to confirm that all details provided are true.

Once filled and scanned, upload the form on the part marked as **(Upload Documents)**

Basic Details

Course *
Select

First Name *
Last Name

Gender *
Select

Date Of Birth *

Mobile Number

Email *

Student Photo
Drag and drop a file here or click

Upload Documents

Documents (To Upload Multiple Document Compress It In A Single File Then Upload It)

Drag and drop a file here or click

Submit

Step 4: Proceed to the Next Section

After completing all fields in the 'Basic Details' and 'Upload Documents' section, review your information for accuracy. Once confirmed, scroll down or click 'Submit' to Apply for your new course at DMTU!

Basic Details

Course *
Select

First Name *
Last Name

Gender *
Select

Date Of Birth *

Mobile Number

Email *

Student Photo
Drag and drop a file here or click

Upload Documents

Documents (To Upload Multiple Document Compress It In A Single File Then Upload It)

Drag and drop a file here or click

Submit