



**OFFICE OF THE DEPUTY VICE CHANCELLOR
ACADEMICS, RESEARCH AND STUDENT AFFAIRS (ARSA)**

INTERNAL MEMORANDUM

From: Deputy Vice Chancellor (ARSA)

Date: 24th July, 2026

To: First Year Students

REF: AU/AA/ARSA/CORR.3/VOL.1

SUBJECT: APPLICATION FOR HELB FIRST-TIME LOAN AND SCHOLARSHIP

Congratulations on your placement to Alupe University through the Kenya Universities and Colleges Central Placement Service (KUCCPS) for the 2026/2027 Academic Year.

The University wishes to encourage all first-year students to apply for the **Higher Education Loans Board (HELB) First-Time Loan and Scholarship** to support their studies. All eligible students are advised to submit their applications as early as possible to avoid last-minute challenges.

HELB Application Procedure

Students are required to follow the steps below when applying for the HELB First-Time Loan and Scholarship:

1. Visit the HELB Student Portal at <https://portal.helf.co.ke/auth/signin> and create an account by clicking **Register**.
2. Register using your **National ID Number**. If you do not yet have a National ID, register using your **KCSE Index Number**.
3. Enter a valid email address and create a password.
4. Activate your account using the verification link sent to your email, then log in.
5. Verify your mobile phone number using the code sent via SMS.
6. Complete your profile by providing your personal and academic information.
7. Read and accept the data privacy statement, loan terms and conditions.
8. Enter your parents' or guardians' details and provide details of two guarantors.
9. Provide your preferred payment details (Bank Account or M-PESA registered in your name).

10. Review the information provided, click on apply for both HELB and scholarship and click **Submit** to complete your application. You will receive an SMS confirming successful submission together with an application serial number.

Documents Required

Before starting your application, ensure you have the following:

- National ID Card (or KCSE Index Number if you do not have a National ID);
- Valid email address and mobile phone number;
- University Admission Letter;
- KCPE and KCSE Index Numbers and examination years;
- Passport-size photograph;
- Parents'/Guardians' National ID numbers and registered phone numbers;
- Two guarantors' National ID numbers and registered phone numbers;
- Bank account details or M-PESA number registered in your name; and
- Any other supporting documents applicable to your circumstances.

Students are reminded that the **2026/2027 Undergraduate First-Time HELB Loan, Scholarship and Bursary application window is currently open and will close on 7th September, 2026**. You are therefore urged to submit your application well before the deadline.



PROF. MARGARET N. B. ORINA, PhD
DEPUTY VICE CHANCELLOR (ACADEMICS, RESEARCH & STUDENT AFFAIRS)

Copy to: Vice Chancellor
Ag. Deputy Vice Chancellor (AFD)
Senior Assistant Registrar (Academics)
Deans of Schools
Dean of Students