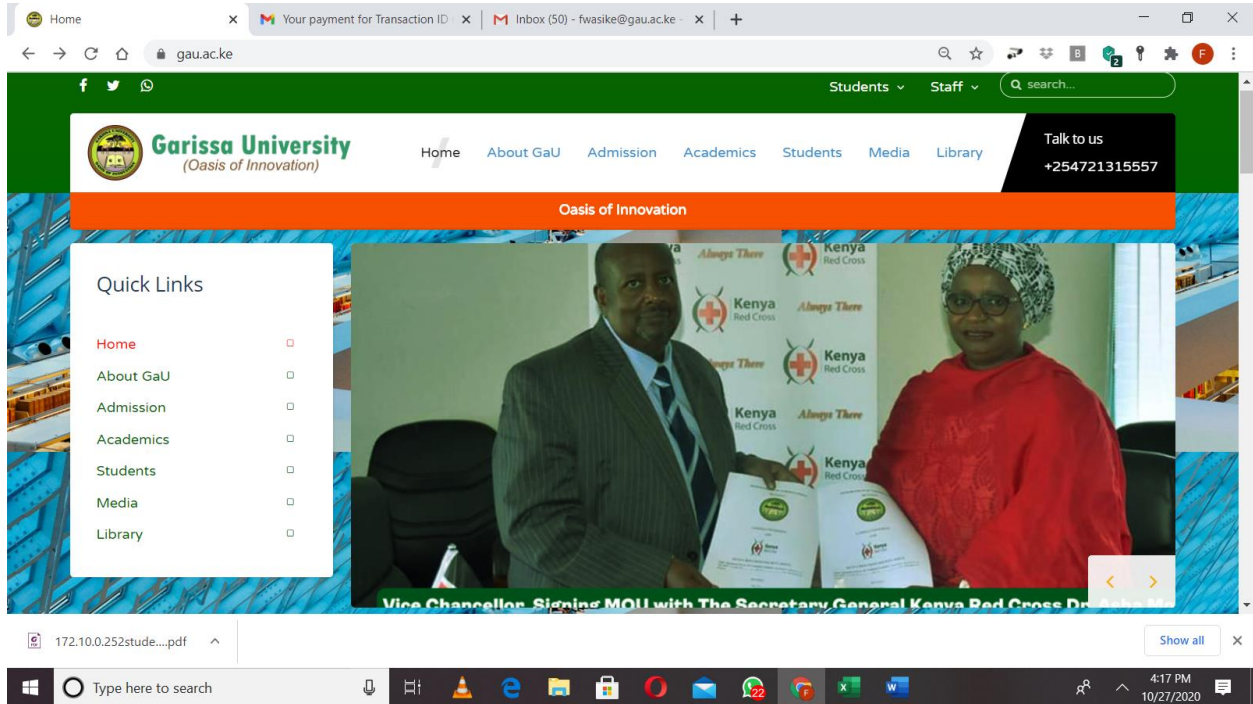
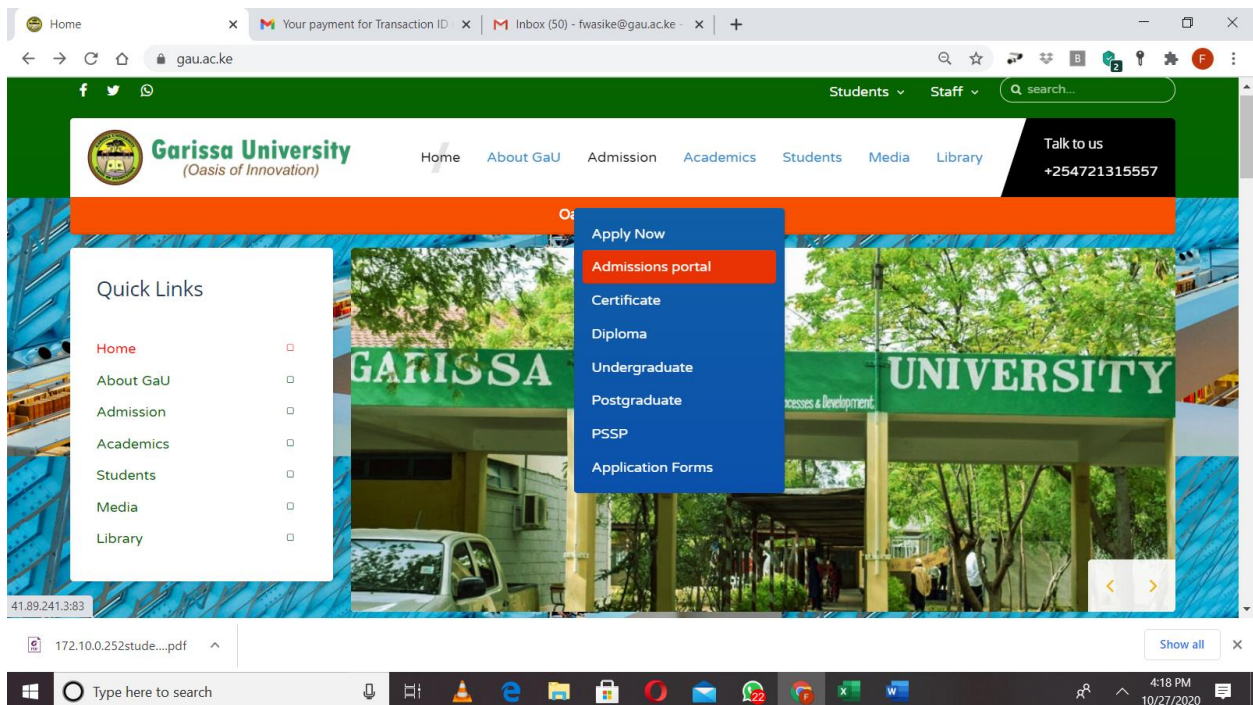


## How to download Admission letters

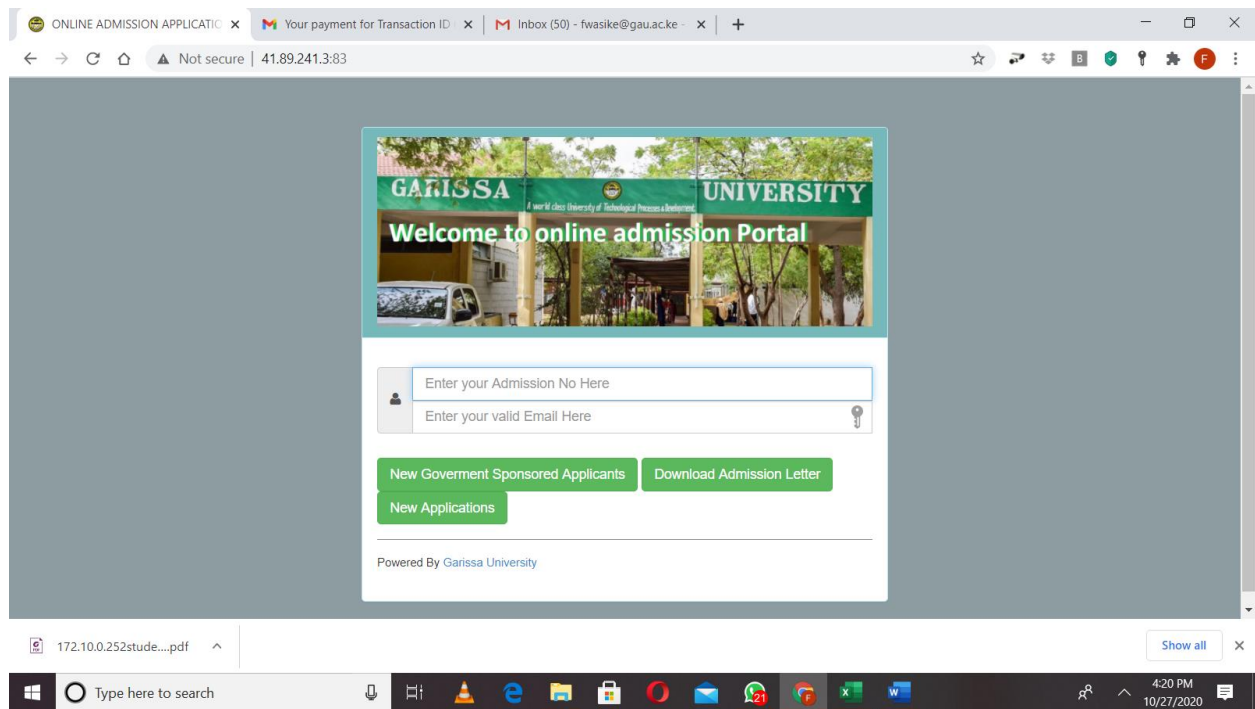
Go to <https://www.gau.ac.ke>



## Click Admissions, Admissions Portal



## You will get to the Admissions Portal

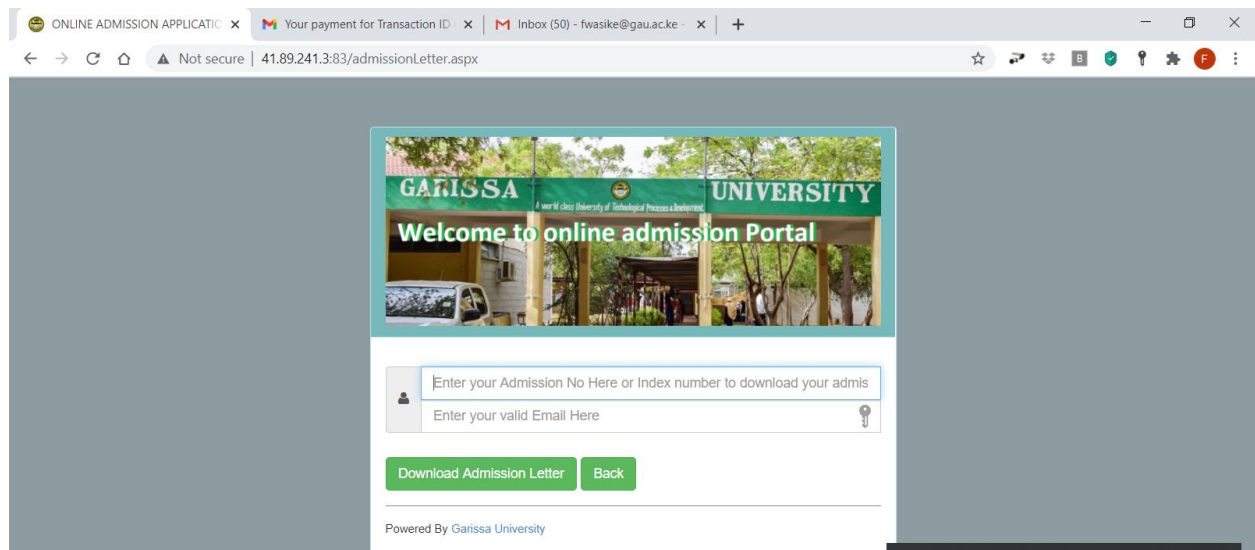


The screenshot shows a web browser window with the following elements:

- Browser tabs: ONLINE ADMISSION APPLICATION, Your payment for Transaction ID, Inbox (50) - fwasike@gau.ac.ke
- Address bar: Not secure | 41.89.241.3:83
- Header: GARISSA UNIVERSITY, A world class University of Technological Process & Innovation
- Section: Welcome to online admission Portal
- Form fields: Enter your Admission No Here, Enter your valid Email Here
- Buttons: New Government Sponsored Applicants, Download Admission Letter, New Applications
- Footer: Powered By Garissa University

Windows taskbar at the bottom shows the search bar, task view, and system tray with the time 4:20 PM on 10/27/2020.

Click **Download Admission Letter** button at the bottom right of the portal.



The screenshot shows the 'Download Admission Letter' page with the following elements:

- Browser tabs: ONLINE ADMISSION APPLICATION, Your payment for Transaction ID, Inbox (50) - fwasike@gau.ac.ke
- Address bar: Not secure | 41.89.241.3:83/admissionLetter.aspx
- Header: GARISSA UNIVERSITY, A world class University of Technological Process & Innovation
- Section: Welcome to online admission Portal
- Form fields: Enter your Admission No Here or Index number to download your admis, Enter your valid Email Here
- Buttons: Download Admission Letter, Back
- Footer: Powered By Garissa University

Enter your **KCSE Index number** in full (e.g **12343407004/2019**) and your **email address** in the given boxes

The screenshot shows a web browser window with the URL `41.89.241.3:83/admissionLetter.aspx`. The page features a banner for Garissa University with the text "Welcome to online admission Portal". Below the banner, there is a form with the following fields and buttons:

- Transaction ID: 12343307004/2019
- Email: christinemuingo01@gmail.com
- Buttons: "Download Admission Letter" and "Back"

At the bottom of the form, it says "Powered By Garissa University". The browser's taskbar at the bottom shows the time as 4:31 PM on 10/27/2020.

Click **Download Admission Letter**

Your admission letter will be sent to the email you entered.

This screenshot shows the same web page as above, but with a red notification bar at the top of the form area that reads: "Go to your email christinemuingo01@gmail.com and download your admission letter". The form fields and buttons are the same as in the previous screenshot.