

2024/2025 NATIONAL EXAMINATIONS REGISTRATION GUIDELINES

1. Introduction

At the end of each school year, NESA prepares National Examinations for primary, lower secondary and upper secondary level. Only candidates who fulfil the registration requirements are eligible to sit for those examinations.

This document provides guidelines for the registration to the National Examinations, for both regular students and Private candidates.

2. Registration Guidelines for regular candidates

2.1. Registration Period

The registration of students who will sit for the national examinations concluding the 2024/2025 academic year, across all levels, will start on **February 21st, 2025**, and end on **March 24th, 2025 (31 days)**.

The registration for regular students is done through SDMS, by the School Headteacher who will upload all necessary information and documents in the system.

2.2. Eligibility for registration

To be able to register for 2024/2025 National Examinations, the following are the minimum requirements for each candidate at his/her respective level:

a. **Primary Six (P6):**

A candidate completing Primary Six must be registered in SDMS for the previous five school years and must:

- have completed all previous school years of primary education (P1 to P6) without skipping any grade.
- Must be enrolled in grade 6 (P6) in SDMS with a clear passport photo.

b. **Senior Three (S3):**

A candidate completing Senior Three must:

- be registered in SDMS with a clear (updated) passport photo and must have completed all previous school years of lower secondary (S1 to S3) without skipping any grade.

- have successfully completed the primary level (***the candidate who passed the National exam in 2021/2022 academic year in the Rwandan education system, his/her previous academic records are automatically generated from SDMS. Here, He/she is not requested to upload any document.***)

c. **Senior Six (General Education), Level 5 (Technical Education - TSS), or Year 3 (Professional Education):**

A candidate in Senior Six (General Education), Level 5 (Technical Secondary Schools - TSS), or Year 3 (Professional Education) must:

- be registered in SDMS with a clear (updated) passport photo for the previous two school years and must have completed all previous school years of upper secondary (S4/Y1/L3 to S6/Y3/L5) without skipping any grade or changing combinations/trades.
- have successfully completed the Lower Secondary examinations (***the candidate who passed the National exam 2021/2022 academic year in Rwandan system, his/her previous academic records are automatically generated from SDMS. He/she is not requested for any document such as confirmation of results and school reports.***)
- Students who passed S3 National Exams before the 2021/2022 academic year, or who studied in other education systems are required to provide a S3 result confirmation or equivalence certificate and report cards for the previous two academic years (S4/L3/Y1 and S5/L4/Y2).

Important Note:

- a. Schools are required to assist students in obtaining passport photos, result confirmation or scanning their documents free of charge.
- b. When registering S6 repeaters in General Education, headteachers must work with DPOs to create special class for them. DPOs will assist in moving repeaters from the regular S6 classes to the special class specifically created for repeaters.

2.3. Choosing schools & orientations during the registration process

During the registration process, candidates are required to choose schools they wish to attend in S1 or S4/Y1/L3 as follows:

- a. P6 candidates must choose four (4) boarding schools and two (2) day schools. During placement, NESAs will respect the candidate's choices, based on the student's performance.
- b. S3 candidates must choose four (4) boarding schools and two (2) day schools. The four (4) boarding schools are divided into two categories (choice 1 and choice 2). In these two categories, ***at least one of the chosen schools must be a Technical Secondary School (TSS).***

2.4. List of Advanced Level Orientations

Starting the 2024/2025 school year, regular students (those who are not repeating) will be registered in 45 different orientations (trades / options / combinations).

However, because there are some combinations of General Education that phased out last year, and the number of papers to be done changed in all combinations of General Education, repeaters in General Education for the 2024/2025 will register in the combinations they attended last year (2023/2024).

Below is the list of Advanced Level Orientations (trades / options / combinations):

List of 2024/2025 Advanced Level Orientations

SN	Type of Education	Orientation Long Name	Orientation Short Name
1	Technical Secondary School	Agriculture	AGR
2	Technical Secondary School	Animal Health	ANH
3	Technical Secondary School	Automobile Technology	AUT
4	Technical Secondary School	Building Construction	BDC
5	Technical Secondary School	Computer System and Architecture	CSA
6	Technical Secondary School	Electrical Technology	ELT
7	Technical Secondary School	Electronics and Telecommunication	ETE
8	Technical Secondary School	Fashion Design	FAD
9	Technical Secondary School	Food and Beverage Operations	FBO
10	Technical Secondary School	Front Office and Housekeeping	FOH
11	Technical Secondary School	Food Processing	FOP
12	Technical Secondary School	Forestry	FOR
13	Technical Secondary School	Fine and Plastic Arts	FPA
14	Technical Secondary School	Interior Design	IND
15	Technical Secondary School	Leather Technology	LET
16	Technical Secondary School	Land Surveying	LSV
17	Technical Secondary School	Manufacturing Technology	MAT
18	Technical Secondary School	Multimedia Production	MMP
19	Technical Secondary School	Mining Technology	MNT
20	Technical Secondary School	Music and Performing Arts	MPA
21	Technical Secondary School	Networking and Internet Technology	NIT
22	Technical Secondary School	Plumbing Technology	PLT
23	Technical Secondary School	Public Works	PWO
24	Technical Secondary School	Renewable Energy	REN
25	Technical Secondary School	Software Programming and Embedded Systems	SPE
26	Technical Secondary School	Software Development	SWD
27	Technical Secondary School	Tourism	TOR
28	Technical Secondary School	Water and Irrigation	WIR
29	Technical Secondary School	Wood Technology	WOT
30	Professional Education	Accounting	ACC
31	Professional Education	Associate Nursing Program	ANP
32	Professional Education	Early Childhood and Lower Primary Education	ECLPE
33	Professional Education	Languages Education	LE
34	Professional Education	Science and Mathematics Education	SME
35	Professional Education	Social Studies Education	SSE
36	General Education	History Geography Literature in English	HGL
37	General Education	History Literature in English Psychology	HLP
38	General Education	Literature in English French Kinyarwanda Kiswahili	LFK
39	General Education	Mathematics Chemistry Biology	MCB
40	General Education	Mathematics Computer Science Economics	MCE
41	General Education	Mathematics Economics Geography	MEG
42	General Education	Mathematics Physics Computer Science	MPC
43	General Education	Mathematics Physics Geography	MPG
44	General Education	Physics Chemistry Biology	PCB
45	General Education	Physics Chemistry Mathematics	PCM
46	General Education	Mathematics Physics Computer Science Old	MPCOLD
47	General Education	Physics Chemistry Biology Old	PCBOLD
48	General Education	Literature in English French Kinyarwanda Old	LFKOLD
49	General Education	Physics Chemistry Mathematics Old	PCMOLD

SN	Type of Education	Orientation Long Name	Orientation Short Name
50	General Education	Mathematics Chemistry Biology Old	MCBOLD
51	General Education	Mathematics Physics Geography Old	MPGOLD
52	General Education	Mathematics Economics Geography Old	MEGOLD
53	General Education	Mathematics Computer Science Economics Old	MCEOLD
54	General Education	History Geography Literature in English Old	HGLOLD
55	General Education	Biology Chemistry Geography Old	BCGOLD
56	General Education	Literature Economy and Geography Old	LEGOLD
57	General Education	History Economics Literature in English Old	HELOLD
58	General Education	Literature in English Kiswahili Kinyarwanda Old	LKKOLD
59	General Education	History Economics Geography Old	HEGOLD
60	General Education	Literature in English Kiswahili French Old	LKFOLD

NOTE:

- a. **Repeating Candidates in General Education:** Candidates re-taking the national examinations (repeaters) in General Education will be registered in the combinations they attended last school year (2023/2024). While registering **repeating Candidates**, firstly, the head teachers must register them in their special classes with the combinations ended with “old” to differentiate their program with the new one. Repeaters will be given index numbers marked with **OLD**. Example: 110809**PCMOLD**0342025.
- b. For 2025/2026 National Examinations, no candidate will be given the opportunity to register on the combinations that phased out, in 2023/2024.

2.5. School Administration and stakeholders Responsibilities

- a. **Registration Process:** School administrators are responsible for registering students for the national examinations, whether in primary or secondary schools.
- b. **Online Registration:** the registration is done exclusively through the **School Data Management System (SDMS)**. Students must have accurate personal details in the SDMS, including a recent passport-sized photo.
- c. **Role of Data Processing Officers (DPOs) during registration:** DPOs are required to intervene in transferring S6 repeaters from current combinations to old combinations in General Education. They will also assist headteachers in other registration related issues whenever called upon.
- d. **Verification:** School administrators must ensure all registration forms are completed accurately and submitted after thorough verification.
- e. **Candidate Details:** Each candidate's details must align with official identification, including names, parents’ or guardians’ details, birthdate, residence (district, sector, cell, and village), national ID number, and a parent’s or guardian’s phone number.
- f. **Generation of Examination index Number:** The SDMS system automatically assigns an index number upon approval by NESAs. Schools must print and securely store the registration forms for each candidate to be

used during the exam period. *This is the same for private candidates who should do it by themselves.*

- g. **Avoiding Duplication:** Candidates with identical names are assigned non-consecutive index numbers to prevent confusion. No changes to a candidate's name are allowed to differentiate individuals with the same name. ***To avoid any names mismatch, each S6/Y3/l5 candidate is required to register using his/her National ID number.***
- h. **School Selection for Secondary Levels:** Candidates must select their schools and streams for upper secondary school using the lists provided by NESAs on their website (www.nesa.gov.rw). The school leaders should bear in mind that there are three types of orientations in Advanced Level (the list is annexed to the present guidelines): General Education (10 combinations), Professional Education (6 options) and Technical Secondary Schools (29 trades)
- i. **Monitoring by NESAs Inspectors:** NESAs inspectors, in collaboration with District Directors of Education (DDE), are responsible for overseeing the smooth execution of the online registration process.
- j. **Sector Education Inspectors (SEIs):** SEIs must monitor the process daily and collect reports from schools to ensure no student is left unregistered.
- k. **Support for TTC & ANP private candidates:** TTC & ANP schools must assist private candidates sitting for the examinations in practical subjects.
- l. **ID Verification:** For candidates completing upper secondary education (S6, L5, Y3), registration must include their national ID details. SDMS information must match records from NIDA (National Identification Agency) to avoid errors. ***Those without IDs may be registered using their names, but care must be taken to ensure the accuracy of their details.***
- m. **Parent Notifications:** After a candidate is registered, their parent or guardian will receive an SMS indicating the schools the student has chosen. If corrections are needed, parents must promptly contact the school administration.
- n. **Strict Deadlines:** School administrators must adhere to the registration timeline, as no extensions will be granted. The registration period is from **February 21st, 2025, to March 24th, 2025 (31 days).**
- o. **Special Note:** SDMS includes categories for students with disabilities, along with the support they may need during the examinations or when securing placement in Senior One (S1) or Senior Four (S4). Schools must document and provide this information to ensure these students can take their examinations without obstacles.

3. Registration Guidelines for Private candidates

To be able to sit for National Examinations for Advanced Level, candidates can register as regular students or as private candidates. This section will provide general information on registration of Private Candidates in Advanced Level. It is to be noted that ***there is no private candidates' provision for P6 or S3.***

3.1. Some key terms used for Private Candidates

- a. **Private candidate:** a person who registered for A-Level National Examinations but is not enrolled for full-time education in a secondary school.
- b. **Private Candidate Registration Districts (PCRD):** These are designated districts where potential private candidates **must** register online through SDMS.
- c. **Private Candidate Examination Centres (PCEC):** These are designated schools where registered private candidates will sit for National Examinations.
- d. **Private Candidate Index Number (PCIN):** it is a unique number given to a registered private candidate to identify him/her during the examination period. It also appears on the examination result confirmation and certificate issued to the candidate.

3.2. Eligibility criteria for private candidate registration

The following are the eligibility criteria for individuals seeking to register as private candidates:

- a. An individual who has previously taken the A-Level National Examinations in Rwanda (or its equivalent in other countries).
Note: For official national certificates obtained outside Rwanda, it is mandatory to provide a confirmation letter from the candidate's former school and another from the national body responsible for issuing the National Examinations certificate.
- b. An individual who sat for Ordinary Secondary School Level (O-Level) National Examinations, or their equivalent in other countries, without progressing to or completing A-Level. Prospective candidates must have concluded their Ordinary Level studies ***at least five years ago, specifically in 2019 or earlier.***

- c. An individual who completed S3 (or its equivalent) prior to the year 2000, during the time when Ordinary Level National Exams were not conducted in the Rwandan education system.
- d. An individual possessing a qualification acquired in Rwanda previously, comprising: **A3, A4, D4, D5, ENI** (Ecole Normale Inférieure), **EMP** (Ecole Moyenne Pédagogique), **EMM** (Ecole Ménagère Moyenne), **EAP** (Ecole d'Apprentissage Pédagogique), **EMA** (Ecole de Moniteur Auxiliaire), **ENA** (Ecole Normale Auxiliaire), **ENTA** (Ecole Normale Technique Auxiliaire), **Section Familiale**, **CERAR** (Centre d'Éducation Rurale et Artisanale au Rwanda) or **CERAI** (Centre d'Éducation Rurale et Artisanale Intégrée).
- e. Individuals eligible to register as private candidates for the Teacher Training College (TTC) or Associate Nursing Program (ANP) National Examinations **must have studied previously respectively in a TTC or ANP school**. This is because their teaching Practice / Clinical Assessment marks for the last three years (Y1/S4, Y2/S5 & Y3/S6) are used in calculating the final practical assessment marks.

3.3. Requirements for registration as a private candidate

In the registration process, a private candidate is required to scan and upload the following documents into SDMS.

1. **A valid national ID**
2. **Original copies of certificates or result confirmation** proving completion of the education levels mentioned in the section 3.2 above. (*Private candidates who use equivalence in their registration are requested to present to NESAs their original certificate and report cards for further verification*).
3. **A coloured passport-size photo** with not more than 200kb of size, with a white background and *clearly showing both ears*.

3.4. Private candidates' registration fees

Any candidate wishing to sit for the Advanced Level National Examinations is requested to pay registration fees through the “Irembo” portal as follows:

- a. The registration fee for Private Candidates is **non-refundable 15,000Frw**, paid through the “Irembo” portal.
- b. The payment of the registration fee **MUST BE COMPLETED ONLY AFTER** the candidate has received a bill number and a pin number from **IREMBO Services**. It is important to note that the issued bill number expires 5 days after its creation. Private candidates are advised to thoroughly review their eligibility conditions before initiating the registration process.
- c. Foreign nationals without a Rwandan National ID document should obtain confirmation via SMS from NESAs before making any payments.

3.5. Private Candidates registration process

- a. All registrations are made online through SDMS (www.sdms.gov.rw) by following the instructions provided online (refer to the attached registration process). Foreign private candidates without a Rwandan National ID document must provide additional registration documents via email (privforeigners@nesa.gov.rw).
- b. To register, a Private Candidate will choose one district where she/he will sit for examinations. Upon completing the registration process, a private candidate receives a unique identification number known as the "Private Candidate's Index Number (PCIN)." This number consists of:
 - a) **the district code**: one of the two digits in the table below, indicating the district where the candidate registers from.
 - b) **two capital letters**: PC (denoting: Private Candidate).
 - c) **abbreviation of the subject combination, option or trade** (e.g. PCB, for Physics, Chemistry, Biology or ECLPE for Early Childhood and Lower Primary Education).
 - d) **a three-digit number** (the candidate's individual number) and
 - e) **the four-digit year**: 2025Examples of a full Private Candidate Index Number: **12PCPCB0052025**, **11PCPCBOLD0122025**
- c. Information about Private Candidates' Examination Centres (PCEC) can be obtained from the District Director of Education (DDE) office at the district headquarters.
- d. Candidates **MUST** sit for A-Level National Examinations at the Private Candidates Examination Centre where they registered.
- e. Private candidates from General Education and TSS are not permitted to register through given school. Any General Education or TSS private candidate who register through any school, their registration will be nullified. Only TTC and ANP private candidates should register from one of the TTC / ANP schools to be able to sit for practical examination (Teaching Practice / Clinical Attachment)

3.6. Private Candidates examination centres

Each district will have an examination centre for private candidates. It is therefore allowed to register in any district and once registration is approved, ***no candidates will be allowed to change examination centre during the period of examinations.*** Below is the list of Districts and their respective District codes:

List of Districts and their respective District codes for private candidates

Province	District	District code
Kigali City	NYARUGENGE	11
	GASABO	12
	KICUKIRO	13
Southern Province	NYANZA	21
	GISAGARA	22
	NYARUGURU	23
	HUYE	24
	NYAMAGABE	25
	RUHANGO	26
	MUHANGA	27
	KAMONYI	28
Western Province	KARONGI	31
	RUTSIRO	32
	RUBAVU	33
	NYABIHU	34
	NGORORERO	35
	RUSIZI	36
	NYAMASHEKE	37
Northern Province	RULINDO	41
	GAKENKE	42
	MUSANZE	43
	BURERA	44
	GICUMBI	45
Eastern Province	RWAMAGANA	51
	NYAGATARE	52
	GATSIBO	53
	KAYONZA	54
	KIREHE	55
	NGOMA	56
	BUGESERA	57

3.7. Registration dates

Private candidates for General Education, Professional Education and Technical Secondary Schools MUST register for National Examinations **between February 21st, 2025, and March 24th, 2025 (31 days).**

3.8. Other information on registration for Private Candidates

- Carrying forward grades** achieved in previous A-Level National Examinations **is not permitted.** Any candidate wishing to retake A-Level National examinations is required to **retake all subjects** within their chosen subject combination.

- b. **Examination malpractices:** It is imperative that every candidate adheres to the established rules and regulations governing National Examinations. Non-compliance will lead to appropriate disciplinary measures and penalties in accordance with the guidelines and regulations governing National Examinations. Detailed guidelines will be provided to candidates separately.
- c. **Falsification of documents:** If candidate is found to have registered using falsified documents, she/he will be disqualified upon the revelation of his/her ineligibility to register as a Private Candidate. Additionally, he/she will be reported to appropriate authorities (e.g. RIB) for further legal actions.
- d. **Requirements for Identification at Examination Centres:** All registered Private Candidates are required to present a printed registration form issued by NESAs and obtained from SDMS registration portal along with a valid National Identity Card for all examination sessions.
- e. **National Exams Calendar:** The National Examinations timetable will be accessible for viewing, printing, or downloading from NESAs's website three months prior to the examination's commencement.

3.9. Combinations / Trades / Options for 2024/2025 Private Candidates

In 2024/2025 National Examinations, Private Candidates will register in the following combinations / Trades / Options:

SN	Type of Education	Orientation Long Name	Orientation Short Name
1	Technical Secondary School	Agriculture	AGR
2	Technical Secondary School	Animal Health	ANH
3	Technical Secondary School	Automobile Technology	AUT
4	Technical Secondary School	Building Construction	BDC
5	Technical Secondary School	Computer System and Architecture	CSA
6	Technical Secondary School	Electrical Technology	ELT
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20	Technical Secondary School	Music and Performing Arts	MPA
21	Technical Secondary School	Networking and Internet Technology	NIT
22	Technical Secondary School	Plumbing Technology	PLT
23	Technical Secondary School	Public Works	PWO
24	Technical Secondary School	Renewable Energy	REN
25	Technical Secondary School	Software Programming and Embedded Systems	SPE
26	Technical Secondary School	Software Development	SWD
27	Technical Secondary School	Tourism	TOR
28	Technical Secondary School	Water and Irrigation	WIR
29	Technical Secondary School	Wood Technology	WOT
30	Professional Education	Accounting	ACC
31	Professional Education	Associate Nursing Program	ANP
32	Professional Education	Early Childhood and Lower Primary Education	ECLPE
33	Professional Education	Languages Education	LE
34	Professional Education	Science and Mathematics Education	SME
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48	General Education	Literature in English Kiswahili Kinyarwanda Old	LKKOLD
49	General Education	History Economics Geography Old	HEGOLD
50	General Education	Literature in English Kiswahili French Old	LKFOLD

3.10. Private Candidates Registration Centres for TTC & ANP

Private candidates intending to sit for TTC / ANP national examinations must register in a TTC / ANP school of their choice where they will undergo thorough preparation for the final practical examinations before sitting for theoretical examinations. Practical examinations for TTC & ANP private candidates are organized by each school where the candidate registered. Below is the list of those schools and available options in each school:

SN	District	School Name	Options
1	Nyagatare	TTC Matimba	SME, LE, ECLPE, SSE
2	Gatsibo	TTC Kabarore	SME, LE, ECLPE
3	Ngoma	TTC Zaza	SME, LE, ECLPE, SSE
4	Rwamagana	TTC Bicumbi	SME, LE, ECLPE, SSE
5	Bugesera	TTC Nyamata	SME, LE, ECLPE
6	Gicumbi	TTC de la Salle Byumba	SME, LE, ECLPE, SSE
7	Nyamasheke	TTC Mwezi	SME, LE, ECLPE, SSE
8	Rusizi	TTC Mururu	SME, LE, ECLPE, SSE
9	Karongi	TTC Rubengera	SME, LE, ECLPE, SSE
10	Gisagara	TTC Save	SME, LE, ECLPE, SSE
11	Muhanga	TTC Muhanga	SME, LE, ECLPE, SSE
12	Nyaruguru	TTC St J. Baptiste Cyahinda	SME, LE, ECLPE, SSE
13	Nyamagabe	TTC Mbuga	SME, LE, ECLPE, SSE
14	Rubavu	TTC Gacuba II	SME, LE, ECLPE, SSE
15	Burera	TTC Kirambo	SME, LE, ECLPE, SSE
16	Ngororero	TTC Muramba	SME, LE, ECLPE, SSE
17	Nyamasheke	GSFA KIBOGORA	ANP
18	Kamonyi	GS REMERA RUKOMA	ANP
19	Nyamagabe	GS KIGEME A	ANP
20	Kayonza	GS GAHINI	ANP
21	Rwamagana	GS ST ALOYS RWAMAGANA	ANP
22	Huye	GSO BUTARE	ANP
23	Musanze	ESSA RUHENGERI	ANP

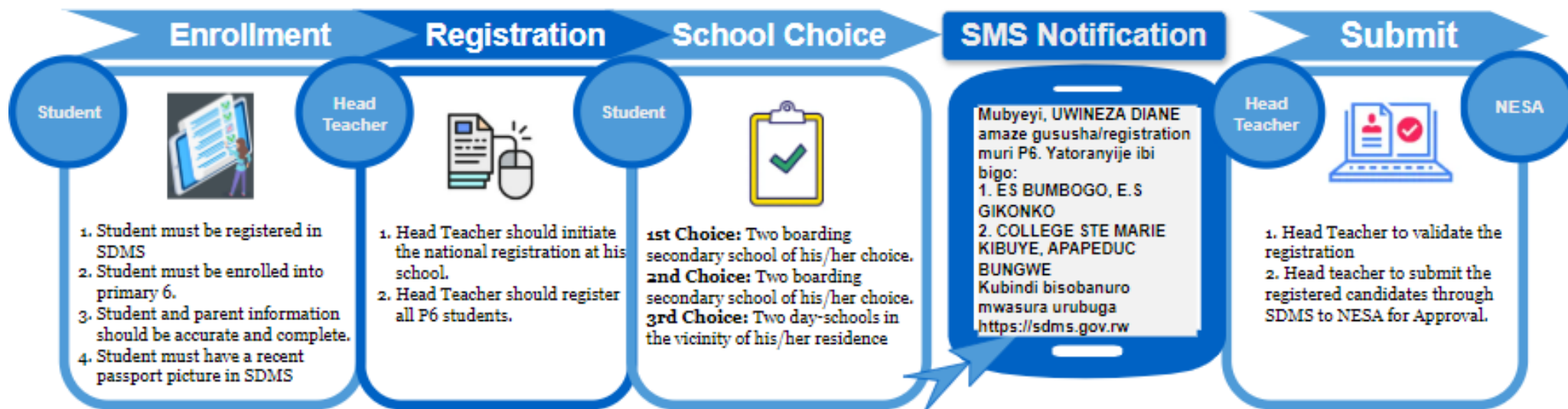
Done at Kigali, on 20/02/2025.

Dr. BAHATI Bernard

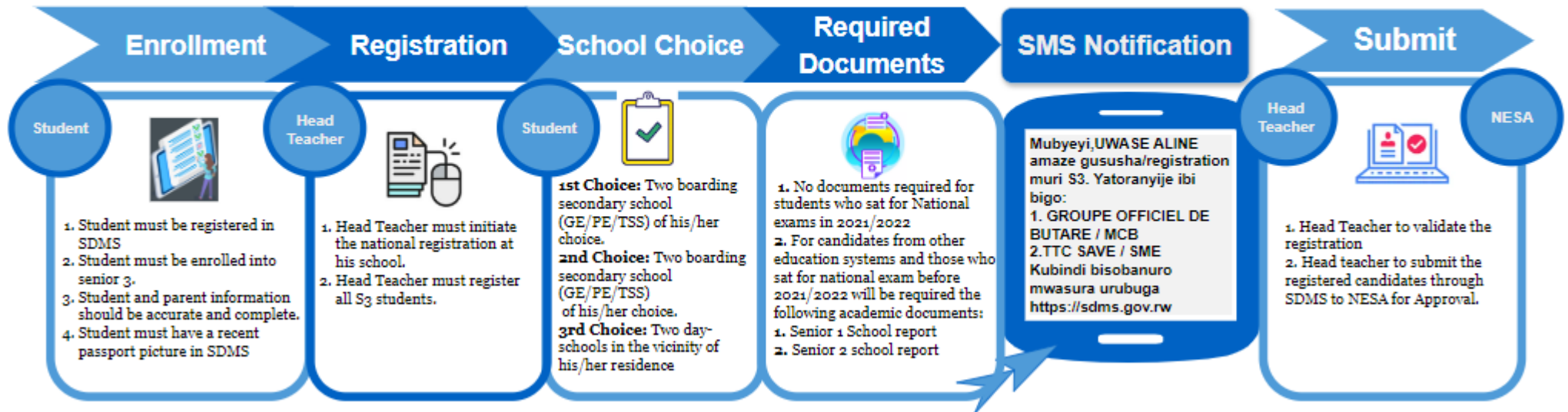
Director General

SUMMARY OF REGISTRATION PROCESS

2024/2025 - National Examination registration process - PRIMARY 6

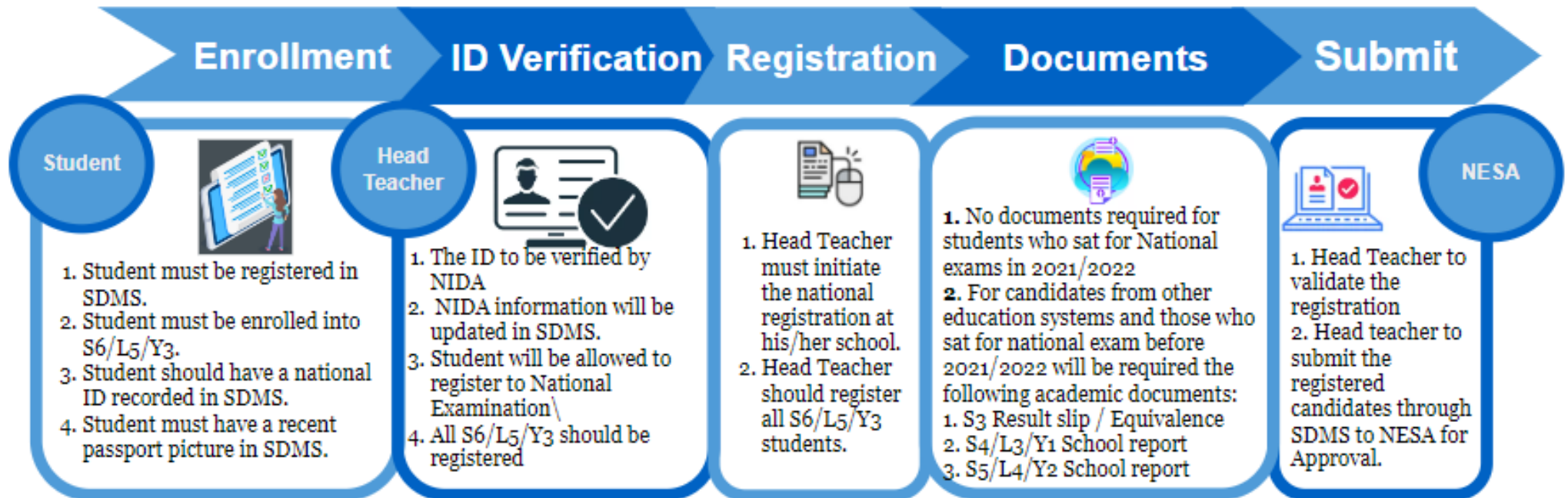


2024/2025 - National Examination registration process Senior 3



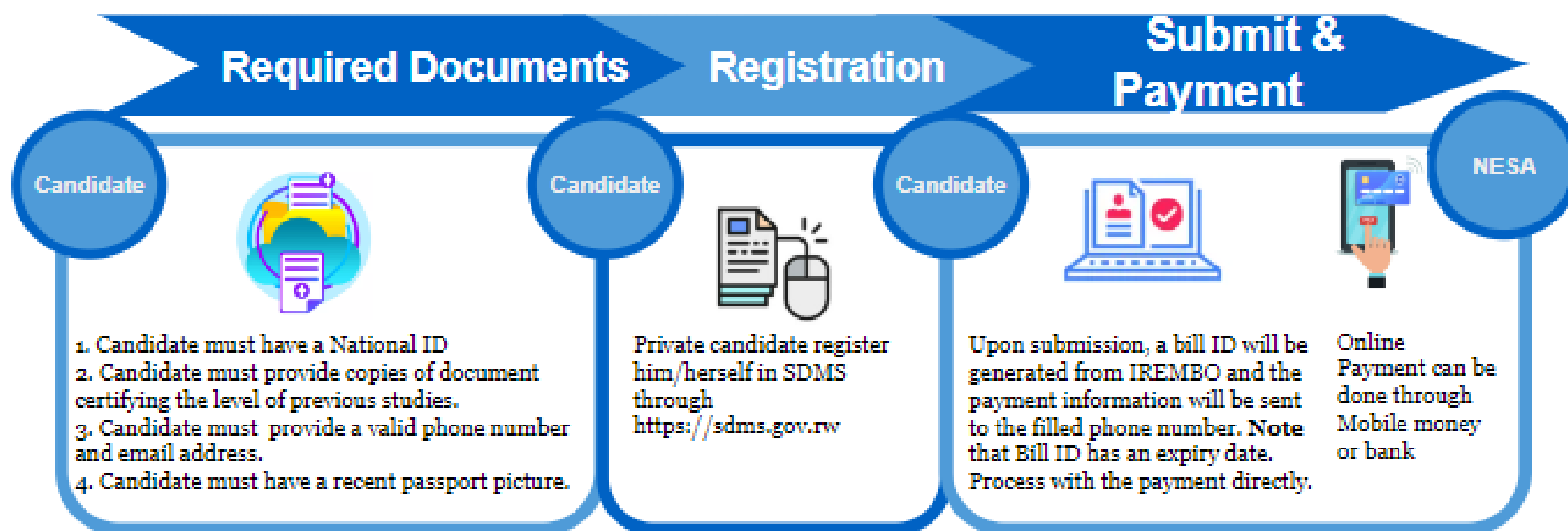
Candidates who previously failed to Primary Leaving Examinations are not eligible to sit for S3 National Examinations

2024/2025 - National Examination registration process School Regular Candidates - S6 / L5 / Y3



Candidates who previously failed to S3 National Examinations are not eligible to sit for S6 National Examinations as regular candidates

2024/2025 - National Examination registration process Private Candidates - S6 / L5



SUMMARY OF REGISTRATION PROCESS (PRIVATE CANDIDATES)

A. Foreigners without Rwandan ID document

Candidates from foreign countries without Rwandan ID document should not apply directly from SDMS. They will submit the following application documents to NESAs through email: privforeigners@nesa.gov.rw

1. Candidate information:

- Full Names
- Father's Names
- Mother's Names
- Date of Birth
- Gender
- Nationality
- Official Document Number
- Own valid Email
- Phone
- Residential Information (Province, District, Sector, Cell, Village)
- Disability

2. Registration Centre (all districts)

3. Registration type (TSS or GE,PE -Accounting)

4. Combination or Trade

5. Attachments:

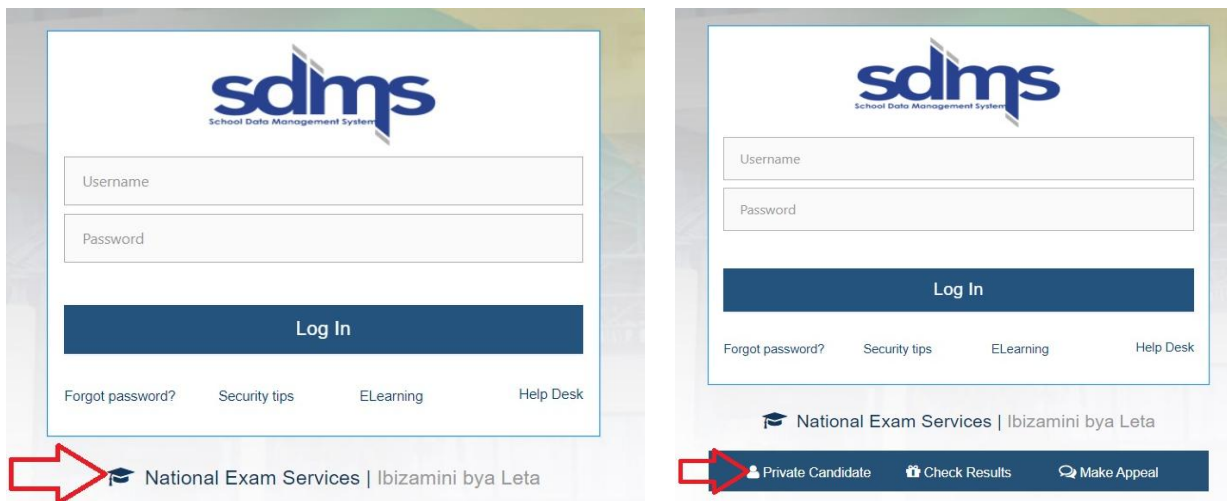
- **Passport Photo** (200Kb /JPE Format)
- **Official Identification Document:** National ID or Passport (200Kb/PDF Format)
- **Previous Academic Documents** (Equivalence for O-Level or A-level Certificate/ 200Kb/PDF Format). Equivalence is a must.

Note: Make sure you also send the above personal identification details indicated in paragraph 1, 2, 3, 4 in the space of email message.

B. Candidates with Rwandan Nationality OR Refugees with National ID for Refugees

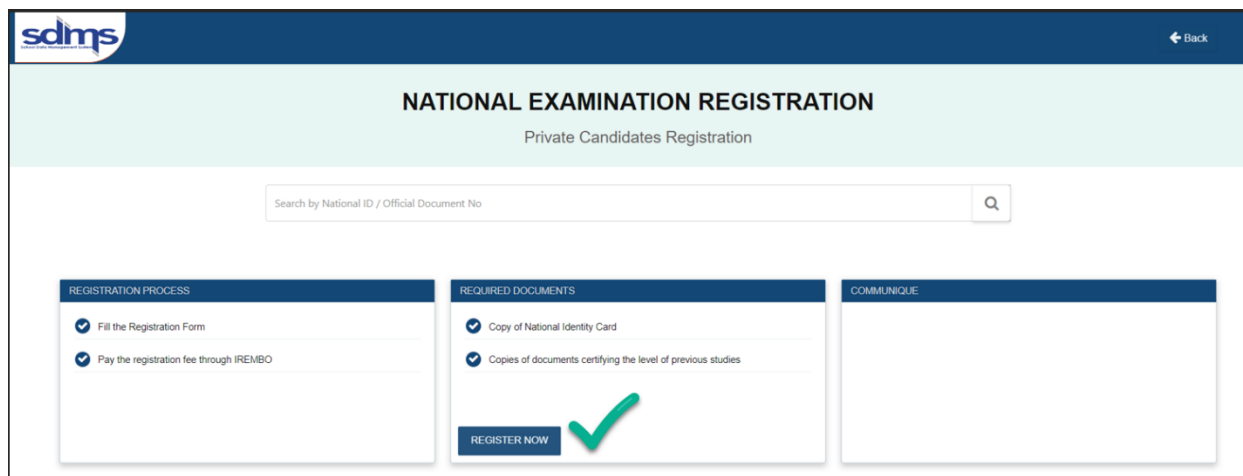
STEP ONE:

Open the browser and type this link: <https://sdms.gov.rw/sas-ui/login.zul> or type: www.sdms.gov.rw. Then, click on: 2025 National Examination-Private Candidate



Step two:

Click on **REGISTER NOW**



Step Three:

Fill in the provided form, upload a photo and click on NEXT

sdms
...NATIONAL EXAM ... PRIVATE CANDIDATE REGISTRATION

CANDIDATE PICTURE

CANDIDATE DETAILS

Select Registration Center *
IT-Aparungwe

Private Registration Type *
ADVANCED_LEVEL

Select Combination *
PCB - Physics-Chemistry-Biology

Nationality *
National ID Number
Candidate Names *
Gender *

01/01/2000
120070246105151
UWAJENZEZA Ines Giselle
FEMALE

Date of birth *
Father's Name
Mother's Name
Disability *

01/01/2000
Sibomana Jean Claude
Tugisange
Province of residence
District of residence

glskikwa@gmail.com
0788102378
Kigali City
Kicukiro

Sector of residence
Cell of residence
Village of residence

Gashanga
Kagasa
Kubisanzu

Upload

UWAJENZEZA Ines Giselle

CANCEL NEXT

Step Four:

Click on CREATE NEW and fill in your academic details

sdms

Previous Academic Information

Create New

S/N	Class	Year	School Name	School Location	Attachment	Actions
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BACK FINISH

Having filled in academic detail and uploaded the required documents, click on save and go to **FINISH**.

sdms

Previous Academic Information

Create New

Previous Exam Level
O_LEVEL_EXAM

Year
ES Muryinya

School Name
2017

School Location
Kicukiro

Add Attachment
Upload me.pdf

Save

S/N	Class	Year	School Name	School Location	Attachment	Actions
1	O_LEVEL_EXAM	ES Muryinya	2017	Kicukiro	Download	
2	A_LEVEL_EXAM					
3	OTHER					

BACK FINISH

Step Five:
Click on **REGISTER**

The screenshot shows the SDMS registration form with the following sections:

- CANDIDATE PROFILE:** Includes a placeholder for a photo.
- CANDIDATE PERSONAL DETAILS:** Fields for Candidate Names, Official Paper Number, Nationality, Date of birth, Gender, Phone number, Email Address, Father names, and Mother names.
- CANDIDATE ACADEMIC DETAILS:** Field for Class.
- CANDIDATE ADDRESS INFORMATION:** Fields for Province (Niger City), District (Kouliko), Sector (Gahanga), Cell, Village, Kibisa, and Kibisa.

At the bottom right, there are two buttons: **BACK** and **REGISTER**. A red arrow points to the **REGISTER** button.

STEP SIX:
Click on get bill ID to be able to pay. *Note that the bill ID expires after 5 days.*

The screenshot shows the candidate info page with a green message box at the top: "You have completed the 1st step of Candidate Registration. Please pay the registration fee, to complete the registration process."

The **CANDIDATE INFO** section includes:

- Candidate Names: [Redacted]
- Candidate OffNo: [Redacted]
- Candidate Email: [Redacted]
- Candidate Contact: [Redacted]
- Registration Center: Huye
- Combination: History-Economics-Geography
- Status:** NEW
- Bill ID:** -
- Candidate Code:** 24PCHE[Redacted]12023

At the bottom, there are three buttons: **EDIT**, **GET BILL ID NOW**, and **CLOSE**. A red arrow points to the **GET BILL ID NOW** button.

STEP SEVEN:
After payment, print your registration form by clicking on print form

The screenshot shows the candidate info page with the following updates:

- Status:** VALIDATED (with a green checkmark)
- Bill ID:** 990328980852
- Candidate Code:** 1[Redacted]0000000002

At the bottom, there are two buttons: **PRINT FORM** and **CLOSE**. A red arrow points to the **PRINT FORM** button.