

## UBURYO BWO GUSABA DIGITAL PRESS CARD

**Step 1:** Usura website ya RMC: [www.rmc.rw](http://www.rmc.rw)

**Step 2:** Ukanda kuri Accreditations

**Step 3:** Ukanda kuri Local Accreditation

**Step 4:** Ukanda kuri Sign Up

**Step 5:** Ushyiramo Username na Password uzajya ukoresha burigihe

**Step 6:** Wuzuza form y'umwirondoro wawe

**Step 7:** Wuzuza form ijyanye n'igitangazamakuru ukorera

**Step 8:** Ushiramo documents zisabwa:

- a) Ibaruwa isaba (Application Letter)
- b) Icyangombwa kigaragaza ko utakatiwe n'inkiko ( Criminal records certificate)
- c) Indangamuntu yawe (ID)
- d) Academic documents (Diplome)
- e) Urwandiko rw'umukoresha (Recommendation letter)
- f) CV (Curriculum Vitae)

**Step 9:** Nyuma yo gushyiramo documents zose, wohera ubusaba bwawe, Ukaba urasoje.

### **ICYITONDERWA:**

1. Umunyamakuru ufite press card cyangwa wigeze kuyitunga, mu mwanya wa Application letter n'uwa Criminal records ushyiramo Copy ya Press card yawe.
2. Uwifuzaga kwinjira mu itangazamakuru bwambere we atanga documents zose nkuko zisabwa
3. Iyipimo by' ifoto ya pasiporo ni 600 x 600 pixel, Kandi ntigomba kurenza uburemere bwa 240 kb.
4. Iyo umaze kohereza ubusabe bwawe usura email yawe cyangwa ukareba muri folder ya Spam kuko system

ikoherereza notifications ndetse no mugihe cyose ubusabewujje ibisabwa ubona soft copy ya press card yawe muri email yawe.

5. Kwishyura bikorwa nyuma yo kubona email igusaba kwishyura no gukora attachment ya pay slip
6. Usabwa gutangira gukora application ufite documents zose zisabwa kandi ziri muri format ya PDF uretse ifoto niyo igomba kuba muri format ya JPG.
7. Mugihe ugize impamvu ituma udasoza application yawe, iyo ugarutse ukora Login kugirango ukomereze aho warugeze.
8. Mu mwanya wa Media House, iyo uri Freelance wuzuzamo Freelance ariko ukazirikana ko ugomba gutanga recommendation letter ya media house mukorana.