



**MINISTRY OF EDUCATION  
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION  
AND TRAINING  
KISIWA TECHNICAL TRAINING INSTITUTE**



Knowledge and Skills for better life  
P. O. BOX 657 - 50200, BUNGOMA (KENYA)  
Cell Phone: 0110096090  
Email: kisiwainstitute@yahoo.com or info@kisiwatech.ac.ke  
principal@kisiwatech.ac.ke

## OFFICE OF THE REGISTRAR

Dear:.....

**RE: OFFER OF ADMISSION:**

Following your application for admission, Kisiwa Technical Training Institute is pleased to inform you that you have been offered opportunity to pursue; Level 3/Level4/Level 5/Level 6 in ..... The course will take a duration of ..... terms. You are required to report at the Institute for registration on **6<sup>th</sup> JANUARY** but not later than **10<sup>th</sup> JANUARY 2025**. You are supposed to bring the following items on reporting:

- Letter of admission and two coloured pass port size photographs .
- Original National ID card and a photocopy of the same.
- Originals and photocopies of K.C.P.E, K.C.S.E and school leaving certificates for verification.
- Medical report (see attached form).
- Original and photocopy of birth certificate.
- 2 reams of foolscaps (RULED)
- 2 spring files.
- Other requirements as per the demand of the course (see attached document).
- Personal effects (Stationery, Mattress, Beddings, Soaps, Towel, mosquito net, etc.)

**NOTE:**

1. **Retain a copy of admission letter for other sponsorship programs.**
2. **There is limited accommodation on first come first served basis.**
3. **It is criminal offence to give falsified information**

**CODE OF REGULATIONS:**

As a condition of admission you will be required to undertake in writing your commitment to the rule and regulations and abide by all rules and regulations for students at this Institute on admission.

**NB.**

Following your placement in this institution, you are eligible for a Government Scholarship, Loan and Bursary to assist with your educational expenses. If you need Government Financial Support, you **MUST** make an application for consideration through the official website. [www.hef.co.ke](http://www.hef.co.ke) in case the Government Scholarship Loan and Bursary do not cover the entire cost of your program, the deficit will be met by your parent/guardian.

**Welcome to the TVET Institution of Choice.**

Sincerely,

  
Mrs. Anna Washwa  
**REGISTRAR** Box 657-50200,  
**FOR: THE PRINCIPAL**





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MEDICAL REPORT

NAME.....ID NO.....

Course to be undertaken.....

- 1. Eye and vision
Unaided left-
Unaided right-
Colour blindness-
Visual field
2. Ear, nose & Throat
Is nasal bleeding habitual
Adenoids
Hearing voice-right & left.
3. Spinal
column.....
4. Mouth &
teeth.....
5. Chest, Heart
With special reference to any tubercular
Tendencies.....
Urine.....
Feaces .....
6. Spleen, Liver, Bile and Varicose
Veins.....
7. Any other weakness, defect or disease e.g. defects of speech, in caltwithing or spasm,
cholera or other nervous disorder, venereal diseases, or rheumatic
tendency.....
8. General
observation.....
If care is desirable in any special area give particulars (e.g. ulcers, Asthma).

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**FEE STRUCTURE FY 2024/2025**

Fees is Ksh 67,189.00 which is payable in two (2) installments as shown below.

PARTICULARS	1ST INSTALMENT (KSHS)	2ND INSTALMENT (KSHS)	TOTAL (KSHS)
Tuition	14,715.00	14,177.00	28,891.00
Personal emolument	7,186.00	6,923.00	14,110.00
EWC	684.00	659.00	1,344.00
RMI	1,711.00	1,648.00	3,359.00
LT&T	1,027.00	989.00	2,016.00
Attach & Medical Insurance	1,711.00	1,648.00	3,359.00
Library	1,027.00	989.00	2,016.00
Activity	1,027.00	989.00	2,016.00
Administration	2,738.00	2,638.00	5,375.00
Student Union	684.00	659.00	1,344.00
Robotics & TVEF Fairs	1,711.00	1,648.00	3,359.00
<b>TOTALS</b>	<b>34,220.00</b>	<b>32,969.00</b>	<b>67,189.00</b>

The above amount of money is exclusive of:

- (i) Admission fee Ksh.500.00
- (ii) Student Union Kshs. 900.00
- (iii) Hostel fees of 5,000/-per semester (Residents only)
- (iv) Caution Money Kshs. 1,000.00 (New students only)
- (v) National Examination Fees
- (vi) Student ID Kshs.500 ( New students only)
- (vii) Meals will be served on Pay As You Eat (PAYE)

**NOTE**

1. All payments are payable to KISIWA TECHNICAL TRAINING INSTITUTE THROUGH KENYA COMMERCIAL BANK ACCOUNT NO. 1179849035, COOPERATIVE BANK ACCOUNT NUMBER 01129290592000 or MPESA PAYBILL NUMBER 400222 ACCOUNT NUMBER 9053#NAME
2. CASH PAYMENTS NOT ALLOWED WHATSOEVER



SENIOR PRINCIPAL

MR. EMMANUEL BUNYAMA